



Chippewas of RAMA  
First Nation

## Employment Opportunity

Job Title: **Purchasing/Warehouse Supervisor**  
Job Code: FIN750  
Department: Information Management  
Reports to: Information Project Manager

Date Posted: 20/Dec/22  
Date Closed: 10/Jan/23  
(5:00 pm)

**\*\*SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER\*\***

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-time with Benefits.  
Availability & Term: Approx. Start Date: January 2023  
Remuneration: \$34.25 to start, move to \$36.49 after 3 months.

### JOB PURPOSE/SUMMARY

The Purchasing/Warehouse Supervisor will provide advice, opinions and services to RFN Departments and Vendors on the Purchasing process. Will be responsible for inventory verification and movement, shipping and receiving and leading the Warehouse Team in meeting retail requirements for store operations.

### QUALIFICATIONS

- Education:**
- College Diploma or 5 years in the purchasing field with tendering experience.
- Skills and Abilities:**
- Strong communication skills to network with RFN Departments as well as negotiate with Vendors.
  - Strong leadership skills with ability to coach, motivate and develop staff and business vendors.
  - Work well under pressure maintaining composure while supervising staff and dealing with Vendors.
  - Highly organized and exceptional time management skills to meet multiple timelines.
  - Ability to negotiate with Vendors to get the best prices.
  - Excellent problem-solving skills, striving for win/win outcomes.
  - Proficient with computers; working knowledge of LBOSS and Docushare an asset.
  - Reliable, trustworthy, energetic, enthusiastic and customer oriented.
- Experience:**
- 3-5 years Supervisor Experience.
  - Experience with purchasing best practices and workflows.
- Other:**
- A Criminal Reference Check is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager  
Chippewas of Rama First Nation  
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6  
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**\*\* ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED \*\***

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

**The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community**



# Job Description

Job Last Updated: 19/Dec/22

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## **KEY JOB FUNCTIONS/RESPONSIBILITIES**

- Oversee Warehouse operations within RFN's policies and procedures.
- Review quotes for prices, quality, delivery and administrative procedures, Issue & administer purchase orders to vendors.
- Set up and maintain vendor files for all vendors (Preferred Vendors).
- Inventory management including daily inventory data entry, daily monitoring and updating, verification and movement.
- Liaise with internal departments to determine needs and lead procurement projects by researching the availability and suitability of goods and services.
- Explore markets in finding those products and vendors who are most likely to yield flexible, cost-effective, quality solutions to help support all the internal department requirements.
- Receive, clean, sort and prepare inventory for store floor, labelling of merchandise.
- Record damages, contact suppliers for return authorizations, short shipments, etc.
- Notify department manager of any problems with deadlines or product specifications that may arise.
- Work with Finance and Managers regarding entries, cost of goods and pricing on all issues.
- Work with store supervisors and General Manager to ensure merchandise is received, priced and sent to retail stores in a timely manner.
- Work with all internal department Managers and Directors on purchasing requirements, identify their product and service requirements.
- Supervise Department staff including completing performance reviews, staff development through coaching and guidance.
- Ensure that each and every Purchase Requisition is validated through proper authorization within the Financial Policy Guidelines.
- Maintain and update the Approved Vendors list for RFN.
- Establish quantities and usage of commodities to be used by all departments and obtain commodities to be used by all departments and obtain competitive quotes based on collected results.
- Analyze the contracts and tenders/bids and negotiate as required to optimize RFN's bottom line while meeting department requirements.
- Answer phone, general office administration.
- Inform CFO and IPM of possible cost savings or potential problems.
- Represent RFN on a professional level with all vendors.
- Build relationships, lead negotiations and strike contracts with vendors.
- Daily monitoring of Warehouse and Health & Safety considerations.
- Must maintain strict confidentiality.
- The duties and responsibilities outlined are representative, but not inclusive.