

Procurement And Asset Clerk

Employer: Ketegaunseebee Garden River First Nation

Posted: 11 months ago

ES Job ID: 14369

Sector(s): Accounting, Office & Administration

Salary: 19.91

Closing Date: June 15, 2023

Location: Garden River

Duration: Full Time

Job Description:

Position: Procurement And Asset Clerk

Hourly Range: \$19.91 - \$21.95

Location: Finance

Duration: Full Time

The Procurement and Assets Clerk is responsible for asset inventory and procurement. This includes recording the cost of newly acquired fixed assets (intangible and tangible), tracking existing assets, recording depreciation/life cycle and accounting for the disposal of fixed assets. The incumbent will also plan for the provision, maintenance and renewal of assets using the guiding policies, strategies and practices of Garden River First Nation.

Duties

- Develop, implement and maintain effective asset management strategies, processes and systems;
- Ability to develop and lead the implementation of policies and strategies under the direction of the Controller and Senior Management personnel;
- Maintain the integrity of asset data in GRFN's asset management systems and identifying opportunities to improve the systems utilized;
- Ensure timely provision of reports as required including financial monitoring and responses to asset management queries and/or surveys;
- Identify opportunities through the interpretation and analysis of asset data to deliver improved/value added processes through appropriate asset management/maintenance and renewal programming;
- Accountability for the accurate, effective and efficient operation of systems relating to the key responsibilities of the position;
- Recording of fixed asset acquisitions and disposal in the appropriate systems;
- Prepare and be able to complete asset audit schedules;
- Optimization and management of asset cost negotiations and payment terms for acquisitions;
- Receiving, initiating and keeping track of orders from various GRFN departments and personnel;
- Making recommendations as to the end of life cycle of assets and the requirement for replacement;
- Identify, investigate and potentially dispose of obsolete assets;
- Performing other duties as may be required or assigned

Required Skills:

- Required post-secondary diploma in a related field or equivalent work experience as determined by Garden River first Nation;
- Previous experience, minimum one year, in the role of Asset /Procurement Clerk/Coordinator.
- Demonstrate an understanding of accounting with previous office/administrative experience;

- Ability to work independently within a team environment, with a focus on quality and accuracy
- Ability to use good judgment in assessing difficult situations;
- Knowledge of and appreciation for Indigenous culture and demonstrated values that focuses on assisting people;
- Knowledge of office administration procedures, protocol and operation of office equipment;
- Ability to be consistent and display a positive/helpful attitude;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Good computer skills and the ability to maintain accurate and confidential records;
- Ability to organize workload, adapt quickly to change and deliver tangible results under multiple deadlines
- Ability to report for work as scheduled;
- Must undergo a criminal record check prior to employment (At Applicant Expense)

How to Apply:

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: June 15th, 2023 @ 12:00pm (Noon). Please address the envelope and/or email "P&A - 2023 - 82" and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

The Procurement and Asset Clerk functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities. Garden River First Nation offers all fulltime employees' employer matched pension, extended benefits (dental and vision), paid sick and vacation days.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS AND EXISTING EMPLOYEES.
SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted