

INTERNAL & EXTERNAL JOB POSTING

Inventory Control & Procurement Specialist

ISANS is seeking a full-time **Inventory Control & Procurement Specialist** to manage the procurement process, inventory tracking, asset lifecycle management and distribution of IT related equipment, cellphones, licenses and supplies within the organization. This role involves overseeing the entire life cycle of IT assets from purchasing, deployment and decommissioning; ensuring that all equipment, licenses, and supplies are available as needed and compliant with organizational standards. Reporting to the Manager, Digital Transformation & Technology Support, this position will be responsible to:

Duties and responsibilities

Inventory Control & Asset Management

- Organize, update and maintain an up-to-date inventory of IT hardware and software, including desktops, laptops, mobile devices, printers, network equipment, and other IT-related items; ensuring proper labeling and categorization
- Implement and manage an asset tracking/management system to monitor the location, status, usage, life span, replacement cost and manufacturer of all IT assets
- Coordinate with the IT Support Team to ensure proper setup, testing, product selection and deployment of new IT assets
- Monitor and forecast inventory levels to avoid shortages and ensure timely replenishment
- Work with IT team to ensure that assets are properly decommissioned and disposed of in accordance with organizational standards
- Perform regular audits of IT equipment and software licenses ensure compliance and prevention of loss

Procurement and Vendor Management

- Manage and coordinate the procurement process for all IT-related products and services including hardware, software, peripherals and services
- Prepare and submit purchase orders and requisitions to vendors and accounting, ensuring all orders are processed on time and within budget constraints
- Collaborate with internal teams to understand IT needs and prioritize procurement requests
- Work closely with the IT team with technical specifications and requirements when procuring new equipment and technology
- Research and evaluate vendors, products and service providers to ensure cost-effective purchasing decisions and competitive pricing
- Negotiate with vendors and suppliers to secure pricing, terms and conditions
- Develop and maintain strong relationships with key IT vendors, suppliers and service providers
- Coordinate vendor/ warranty support for defective or damaged equipment
- Track service level agreements to ensure vendors meet agreed upon timelines and deliverables
- Manage returns, exchanges, and repairs of IT equipment with vendors, ensuring minimal downtime for the organization
- Ensure all IT procurement activities align with organizational policies, standards and regulatory requirements

Reporting and Documentation

- Document procurement processes, inventory levels, and asset management procedures for internal references
- Maintain up to date and accurate records of capital expenditures
- Support the Manager with cost analysis and budget forecasting for IT procurement and budgeting needs
- Support the Manager with contribution agreement closeouts on capital assets, including the disposal processes

General responsibilities:

- Contribute to seamless team operations by promptly responding to emails and providing necessary information

- Stay updated on internal communications via email, Connect, Teams and other channels
- Adhere to ISANS values, workplace policies, and procedures
- Consistently and accurately record relevant client information in databases.
- Participate fully in regular staff meetings, team meetings, training and development sessions, and ISANS events
- Perform additional duties as needed

The ideal candidate for this position will have the following:

Skills:

- Strong organizational and time-management skills with particular attention to detail
- Excellent communication skills, both written and verbal
- Strong analytical skills with the ability to generate reports and make data driven decisions
- Ability to manage multiple tasks simultaneously and prioritize effectively in a fast-paced environment
- Ability to work collaboratively with internal teams and external vendors
- Ability to work independently and take initiative and ownership of tasks
- Strong negotiation skills and ability to manage vendor relationships effectively
- Proficient in Microsoft Suite, especially excel and other relevant software

Knowledge

- Knowledge of IT industry trends, vendor markets and IT lifecycle management best practices
- Familiarity with asset management and tracking tools an asset

Education and Experience:

- A bachelor's degree in Information Technology, Business Administration, Supply Chain Management, related field OR equivalent experience in procurement, inventory management or a similar role
- 2+ years' experience in procurement, administration and or vendor management

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment

- Indefinite term contract
- Full-time hours: 35 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.

Commencement Date: ASAP

Closing Date: Wednesday Friday January 3, 2025- 4:00pm

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in

their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**