

INTERNAL & EXTERNAL JOB POSTING

Inventory Control & Procurement Specialist

ISANS is seeking a full-time **Inventory Control & Procurement Specialist** in managing the procurement process, inventory tracking, asset lifecycle management, and distribution of IT-related equipment, cellphones, licenses, supplies, and approved capital assets within the organization. This role involves overseeing the entire lifecycle of ISANS capital assets, from purchasing and deployment to 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 for:

Duties and responsibilities:

Inventory Control & Asset Management

- Organize, update, and maintain an up-to-date inventory of all IT assets and ISANS capital assets
- Ensure proper labeling, categorization, and record-keeping of assets
- Monitor the location, status, usage, lifespan, replacement costs, and manufacturer of 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 the IT team and manager to ensure that assets are properly decommissioned and disposed of in accordance with organizational standards
- Perform regular audits of capital assets, IT equipment, and software licenses to ensure compliance and prevent loss

Procurement and Vendor Management

- Manage and coordinate the procurement process for all IT-related products, services, and approved capital assets
- Prepare and submit purchase orders and requisitions to vendors and accounting
- Track purchases to ensure orders are processed on time and within budget
- Collaborate with internal teams to understand IT needs and prioritize procurement requests
- Work closely with the IT team on 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 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 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

- Maintain accurate records of IT assets, capital assets, and capital expenditures
- Document and maintain procurement processes, inventory levels, and asset management procedures
- Support the Manager with cost analysis and budget forecasting for IT procurement and budgeting needs
- Support the Manager and Finance with capital asset closeouts and disposal records

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 365, 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 is an asset

Education and Experience:

- A bachelor's degree in Information Technology, Business Administration, Supply Chain Management, or a 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, 35 hours per week
- Mostly in-person work

Commencement Date: ASAP

Closing Date: Thursday July 16, 2026– 4 p.m.

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.**