

CAMP OLAVE MANAGEMENT COMMITTEE SUPPLIER COORDINATOR – JOB DESCRIPTION

PURPOSE

To ensure that the COMC has a good working relationship with suppliers and services, to ensure product and service availability, and the best prices and services for the camp.

RESPONSIBLE TO

Members of the Camp Olave Management Committee.

TERM OF OFFICE

- Selected annually and appointed by the Camp Olave Management Committee

QUALIFICATIONS

- Negotiation skills
- Good communication skills
- Excell, Word, and Outlook skills
- Familiarity with online website ordering.
- Knowledge of Workplace Hazardous Materials Information System (WHMIS), and Material Safety Data Sheets (MSDS)
- Experience with purchasing tasks, is an asset.
- Be in good standing with the Girl Guides of Canada.

RESPONSIBILITIES

- Sources and develops working relationship with suppliers and services, and maintain a contact list.
- Negotiates, and evaluates supplier and service contracts, costs, price breaks (i.e., what price increments for the best price), and availability annually.
- Determines if supplier and service is facilitating the needs of the camp.
- Establishes how the individual suppliers and services are to be paid.
- Determines if price breaks are available, and/or to use to negotiate annual pricing and/or contracts.
- Confirms the suppliers/services on site are covered by WorkSafeBC
- Keeps site chair aware of preferred suppliers and services, and provides any information site managers may require to book a service.
- Alerts COMC, the site chair and site managers of any changes in suppliers or services.
- Keeps the COMC aware of unexpected costs, and/or when products and services will exceed what was budgeted.
- Administrative tasks
 - Maintains a timeline of what products and services are required over the low, shoulder and peak times of the camps.
 - Tracks the activity spent with each supplier and service

- Maintains a current contact list of available suppliers and services, and keeps it available to the site chair and site managers.
- Establish the communication with the treasurer team, on how to relay the approved supplier and service agreements and/or variances in regular invoicing.
- Obtains quotes for purchases and services, and advises the COMC treasurer of agreed pricing.
- Educate staff on product useage, when applicable.
- Products and services
 - Ensures all products on site are properly labeled, for all to know the contents of containers. (Safety: to not mix products that should not be mixed)
 - Maintains a current onsite binder of Material Safety Data Sheets (MSDS) for hazardous materials, and keeps this available to staff, volunteers and campers.
 - Reviews product use and performance annually, to ensure they meet the needs of the camp, and identify when change is required.
 - Maintains inventories of products, materials, etc. to ensure these are readily available when required such as, cleaning products, paper products, fuels, etc.
- Staff interactions
 - Communicates supplier and service requirements such as, dates for onsite delivers/services.
 - Coordinates directly with onsite staff to meet supplier/service when they need to be onsite.
 - Establishes communication between self and staff to identify supply shortages, and when/if product dispensers or product containers need replacement.
 - Advises COMC Personnel coordinator of any time commitments that require staff involvement for an hour or greater.
 - Confirms with staff that supplies are received and/or services were completed, and obtain the staff's evaluation of the service completed.

Special note of what this is not

This is not a staff role, personnel role, or a treasurer role. Staff may receive the product and services, and may pick-it up, but COMC needs to negotiate pricing, contracts and work within the COMC annual budget.