

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT (HAMILTON PARAMEDIC SERVICES DIVISION LOCATION – 489 VICTORIA AVE. N.)

#### LOGISTICS ADMINISTRATIVE COORDINATOR – CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Manager / Commander, Operations, performs a variety of analytical, contract, administrative, and clerical duties. Monitors, verifies, extracts and interprets data in Operative IQ providing valuable insight to drive business decisions. A key position to co-ordinate assigned Stores, Inventory and Asset activities with internal team and with other Mechanical / Stores groups while providing administrative support to the team.

#### GENERAL DUTIES

Provides administrative support to the Supervisor, Hamilton Paramedic Services.

Co-ordinates small projects for Logistics and Support section as directed by the Supervisor, Hamilton Paramedic Services, such as setting up preventative maintenance appointments for identified assets.

Takes meeting minutes and co-ordinates resulting correspondence and follow up items. Types and word processes correspondence and lists from copy. Creates forms and Excel worksheets as required. Performs data entry tasks when required.

Provides analytical information as required by staff using data obtained from various sources and uses that data to create various reports, dashboards and KPI's.

Compiles data from the OPIQ Inventory / Asset system for ad-hoc reporting. Adds new information to database with periodic uploads from support systems. Runs various reports in OPIQ.

Co-ordinates outside vendors to troubleshoot and repair service Asset failures and preventative maintenance; reports problems to Supervisor. Creates all necessary documents, including work orders, both manually and in OPIQ & Web Centre. Reviews invoices against work done and for contract compliance then processes for final payment. Co-ordinates yearly inspections and compliance related issues when they arise.

Creates, monitors and maintains contracts for low dollar and daily purchases. This includes creating the parts and supply's department's low dollar procurement purchase orders by creating PARs and co-ordinating PeopleSoft purchase orders. Alerts and follows up with appropriate staff as spending or contract's status reaches various thresholds. Assists and co-ordinates the creation of Policies 10 / 11 / 16, or other Procurement processes related to Logistics and Support Services.

Verifies various reports prior to submission to financial staff. Validates monthly materials and supplies packing slips and invoices for account distribution charges. Verifies and inputs monthly material and supply costs. Assists with year-end inventory reconciliation processes including inventory variances.

Assists Logistics and Support staff to compile information to support creation of RFPs, RFQs and RFTs and contract renewals by researching past purchases, co-ordinating input from various sources and compiling all into required formats.

Assists to identify new inventory items, inventory movement and obsolete inventory by stockroom, making recommendations based upon data analysis.

Reviews Vendor and Parts / Supplies catalogues making changes and updates as directed.

Sets up new parts vendors.

Provides back up support for Logistics and support administrative staff.

Receives and answers routine enquiries from paramedics, staff, suppliers and other departments on the telephone, email ,in person or through digital platforms .

Maintains office filing system for Logistics and support division related activities.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Proven experience working with data, using data to identify patterns or trends, ability to translate numbers into plain English to solve problems or for use in business documents and present those findings as a report using charts and other visual indicators.
2. Proven experience where attention to detail, critical thinking, analytical and communication skills, written and verbal, were used on a consistent basis.
3. Ability to word process and enter data at an acceptable rate. Ability to use Excel functions, pivot tables and charts and other intermediate Excel tasks.
4. Demonstrated previous experience working with inventory and asset coordination utilizing software and databases.
5. Developed understanding of City of Hamilton Procurement By-law and policies an asset.
6. Computer literacy and proficiency in utilizing Microsoft products (Word, Excel, Teams, SharePoint & Outlook).
7. Strong math and analytical skills. Demonstrated problem-solving skills with the ability to interpret statistical and financial data.
8. Previous experience in an administrative environment or demonstrated knowledge of internal administration functions.

**THIS POSITION REQUIRES A VALID CLASS “G” DRIVER’S LICENCE, STANDARD FIRST AID AND CPR - PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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