



**THE DISTRICT OF THUNDER BAY  
SOCIAL SERVICES ADMINISTRATION BOARD**

**PURCHASING CLERK  
CORPORATE SERVICES DIVISION**

**ONE (1) TEMPORARY FULL-TIME POSITION**

POSTING NUMBER:	39-2026	STATUS:	INTERNAL/EXTERNAL
POSTING DATE:	MAY 1, 2026	CLOSING DATE:	MAY 8, 2026
AFFILIATION:	UNION	HOURS PER WEEK:	35
SALARY GROUP:	5	HOURLY RATE:	\$24.24 - \$29.62

**POSITION SUMMARY:**

Under the general supervision of the Supervisor, Purchasing and Inventory Control, the Purchasing Clerk receives and distributes material in accordance with established procedures, procures commodities as assigned and maintains established service contract purchase orders.

**MAJOR RESPONSIBILITIES:**

1. Places and processes small value purchase orders with defined vendors in accordance with policies/procedures.
2. Reviews and records work order information into established contract purchase orders.
3. Receives, verifies and distributes in-bound orders.
4. Reconciles packing slips to purchase orders and resolves discrepancies between invoices and purchase orders.
5. Performs periodic equipment and furniture inventory counts.
6. Assists in asset disposal and product return process.
7. Performs such other related duties as may be assigned.

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**QUALIFICATIONS:**

**Education/Experience**

- Secondary school graduation.

**Skills/Abilities**

- Must be at a basic level in word processing skills and spreadsheet software.
- Good organization, communication and interpersonal skills.

## CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type 2.
- Must be physically able to bend, reach, and lift repetitively.

## HOW TO APPLY:

Applications must include a completed TBDSSAB application form, cover letter and resume. Please be sure to reference the position title and the competition number. Applications may be emailed, faxed or delivered to the TBDSSAB location by 4:30 pm on the closing date to the attention of:

Human Resources  
The District of Thunder Bay Social Services Administration Board  
231 May Street South  
Thunder Bay, Ontario, P7E 1B5  
Email: [careers@tbdssab.ca](mailto:careers@tbdssab.ca) | Fax: (807) 345-2466

Applicants currently employed by the TBDSSAB must complete the Internal Application Form. All other applicants must complete the TBDSSAB External Application Form.

Application forms are available on our website or are available for pickup at the TBDSSAB location.

For more information on employment opportunities at TBDSSAB, please visit our website <https://www.tbdssab.ca/about/careers>

## ADDITIONAL INFORMATION:

- Applications received for this position will not be acknowledged unless you are being notified of an interview.
- Reasonable accommodations are available upon request for all parts of the recruitment process.
- As an equal opportunity employer, the TBDSSAB encourages applications from Aboriginal peoples, persons with disabilities, members of visible minority groups and women.



**Baakaakonaanan  
Ishkwaandemonan**  
Opening Doors for You