

Benchmark Title	Logistics Clerk 1
Group	[2] Administration – General
Sub-Group	(c) Logistics & Procurement
BM Pay Grade & Job Code	<ul style="list-style-type: none"> . Base Level (Pay Grade 1) [Job Code 283101] . Supervision Level 2, 3, or 4 (Pay Grade 2) [Job Code 283102] . Supervision Level 5 (Pay Grade 3) [Job Code 283103] . Second Language and Supervision Level 1, 2, or 3 (Pay Grade 2) [Job Code 283102] . Second Language and Supervision Level 4 or 5 (Pay Grade 3) [Job Code 283103]
Scope & Level Definition	Jobs at this level provide logistics-related support of a routine nature to the University.
Sample Duties at this Level	<ul style="list-style-type: none"> . Processes courier invoices from contracted couriers, verifies rates, and prepares cheque requisitions for payment . Enters data such as courier transactions into databases . Answers queries and provides guidance to faculties and departments regarding courier and freight service providers, shipments, and invoices . Assists in problem resolution, referring complex issues to supervisor . Determines departments to charge if information is not available; refers complex determinations to supervisor . Coordinates the process for issuing taxi cards/vouchers . Reconciles transactions with monthly ledgers . Documents work processes and maintains records of all transactions
Knowledge (Education & Experience)	<ul style="list-style-type: none"> . High school graduation, plus one year of post-secondary education, plus two years of related experience OR . An equivalent combination of education and experience
Judgement, Authority, Decision Making	<ul style="list-style-type: none"> . Works under general supervision . Work is performed in accordance with established procedures and well-defined standard practices involving limited freedom to select which methods are applicable in any given situation . Job tasks are usually well defined through others requiring the use of established guidelines where there is little or no choice of action . Some planning may be required . Performs routine duties independently
Creativity, Problem Solving, Analytic and/or Technical Thinking	<ul style="list-style-type: none"> . Job duties are of a straightforward procedural nature . Assembles and maintains data and/or information and ensures its reliability and quality . Resolves routine problems and refers other problems to senior staff. . Some opportunity for improvement of work methods that are of a straightforward procedural nature

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Responsibility for the Work of Others	<p>Levels of Supervision:</p> <p>[1] Is not required to supervise; may explain work procedures to new or inexperienced staff</p> <p>[2] Formally trains new staff on work procedures, and/or oversees work of students and/or temporary staff</p> <p>[3] Supervises up to and including one (1.0) FTE ongoing, permanent staff member, and/or up to and including five (5) temporary staff, students, and/or volunteers</p> <p>[4] Supervises more than one (1.0), up to and including two (2.0) FTE ongoing, permanent staff members, and/or more than five (5) temporary staff, students, and/or volunteers</p> <p>[5] Supervises more than two (2.0) FTE ongoing, permanent staff members</p>
Interpersonal Skills	<p>Basic interpersonal skills are required</p> <ul style="list-style-type: none"> . Exchanges routine information . Responds to basic requests for information . Provides information that is easily accessible within the work area
Working Conditions	<ul style="list-style-type: none"> . Job is performed in a typical office setting . Workplace interruptions are expected, and do not create undue stress in task completion with known and predictable deadlines
Physical and Sensory Effort	<ul style="list-style-type: none"> . No undue fatigue . Attentiveness is required for everyday activities, and additional effort is required occasionally
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Benchmark Title	Logistics Clerk 2
Group	[2] Administration – General
Sub-Group	(c) Logistics & Procurement
BM Pay Grade & Job Code	<ul style="list-style-type: none"> . Base Level (Pay Grade 4) [Job Code 283201] . Supervision Level 2, 3, or 4 (Pay Grade 5) [Job Code 283202] . Supervision Level 5 (Pay Grade 6) [Job Code 283203] . Second Language and Supervision Level 1, 2, or 3 (Pay Grade 5) [Job Code 283202] . Second Language and Supervision Level 4 or 5 (Pay Grade 6) [Job Code 283203]
Scope & Level Definition	Jobs at this level provide logistics-related support of a moderately complex nature to the University.
Sample Duties at this Level	<ul style="list-style-type: none"> . Clears shipments through customs by performing duties such as preparing and transmitting entries for clearance, interpreting and applying the regulations of the Canada Customs Act, and working with external customs brokers . Prepares and provides customs clearance documentation such as classification of commodities, tariff code treatments, and certificates of origin using a complex rating structure. . Provides information to departments and faculties on issues such as customs clearance and exports . Performs customs-related administrative duties such as processing payments for duties, taxes, and customs brokerage fees . Reconciles transactions with monthly ledgers . Prepares key performance indicators on customs statistics
Knowledge (Education & Experience)	<ul style="list-style-type: none"> . High school graduation, plus one year of post-secondary education, plus three years of related experience OR . An equivalent combination of education and experience
Judgement, Authority, Decision Making	<ul style="list-style-type: none"> . Works independently under general supervision . Work is performed in accordance with established procedures and accepted practices involving freedom to select which methods are applicable in any given situation . Job tasks are generally standardized with ability to choose action within limits defined by standard/accepted data, information and procedures . Organization of work to accomplish goals is expected
Creativity, Problem Solving, Analytic and/or Technical Thinking	<ul style="list-style-type: none"> . Job duties cover work of a minor interpretive and/or technical and/or analytical nature . Compiles, manipulates, and performs calculations on data . Compiles, interprets, and evaluates information to occasionally resolve moderately complex problems . Ideas developed result in minor changes to existing procedures, practices, standards, specifications, services, or projects

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Responsibility for the Work of Others	<p>Levels of Supervision:</p> <p>[1] Is not required to supervise; may explain work procedures to new or inexperienced staff</p> <p>[2] Formally trains new staff on work procedures, and/or oversees work of students and/or temporary staff</p> <p>[3] Supervises up to and including one (1.0) FTE ongoing, permanent staff member, and/or up to and including five (5) temporary staff, students, and/or volunteers</p> <p>[4] Supervises more than one (1.0), up to and including two (2.0) FTE ongoing, permanent staff members, and/or more than five (5) temporary staff, students, and/or volunteers</p> <p>[5] Supervises more than two (2.0) FTE ongoing, permanent staff members</p>
Interpersonal Skills	<p>Considerable interpersonal skills are required</p> <ul style="list-style-type: none"> . Builds rapport and defuses tense situations with people who may be difficult or challenging . Actively listens, and probes for information to clarify requests . Uses tact and discretion when discussing problems and eliciting sensitive or confidential information . Provides interpretation of a routine to moderately complex nature . Makes informal demonstrations or presentations in areas of expertise
Working Conditions	<ul style="list-style-type: none"> . Job is performed in a typical office setting . Work pressures, peak periods, multiple demands, deadlines or interruptions moderately impact task completion ability
Physical and Sensory Effort	<ul style="list-style-type: none"> . Moderate fatigue results from the requirement for extra attentiveness for performance of many detailed tasks requiring consistency and accuracy . The incumbent may change tasks, but most tasks have similar sensory demands
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Benchmark Title	Procurement Clerk 1
Group	[2] Administration – General
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BM Pay Grade & Job Code	<ul style="list-style-type: none"> . Base Level (Pay Grade 3) [Job Code 283401] . Supervision Level 2, 3, or 4 (Pay Grade 4) [Job Code 283402] . Supervision Level 5 (Pay Grade 5) [Job Code 283403] . Second Language and Supervision Level 1, 2, or 3 (Pay Grade 4) [Job Code 283402] . Second Language and Supervision Level 4 or 5 (Pay Grade 5) [Job Code 283403]
Scope & Level Definition	Jobs at this level provide procurement-related support of a moderately complex nature to the University.
Sample Duties at this Level	<ul style="list-style-type: none"> . Processes applications for new purchase cards (PCards) and changes to existing cards by performing duties such as reviewing and verifying information, determining eligibility against established criteria, and following up to obtain additional information . Responds to inquiries pertaining to area of specialty, such as procurement spending limits, travel program, and purchase card policy . Investigates and resolves problems and issues related to area of specialty, such as purchase cards . Conducts electronic transactions by entering, updating, and retrieving data, such as importing transactional data from banks, entering purchase requisitions into financial information system, and allocating dollar amounts to appropriate speedcharts . Conducts audits of programs, such as the purchase card program, to ensure compliance with University policies and guidelines . Provides training and develops instruction manuals related to area of specialty, such as training for Pcard holders and card coordinators . Performs administrative duties such as recording incoming tendering documents, maintaining data and records, managing petty cash, and coordinating mail and courier deliveries and pickups . Collects and compiles statistics
Knowledge (Education & Experience)	<ul style="list-style-type: none"> . High school graduation, plus one year of post-secondary education, plus three years of related experience OR . An equivalent combination of education and experience
Judgement, Authority, Decision Making	<ul style="list-style-type: none"> . Works independently under general supervision . Work is performed in accordance with established procedures and accepted practices involving freedom to select which methods are applicable in any given situation . Job tasks are generally standardized with ability to choose action within limits defined by standard/accepted data, information and procedures . Organization of work to accomplish goals is expected
Creativity, Problem Solving, Analytic and/or Technical Thinking	<ul style="list-style-type: none"> . Job duties are of a straightforward procedural nature . Assembles and maintains data and/or information and ensures its reliability and quality . Resolves routine problems and refers other problems to senior staff. . Some opportunity for improvement of work methods that are of a straightforward procedural nature

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Responsibility for the Work of Others	<p>Levels of Supervision:</p> <p>[1] Is not required to supervise; may explain work procedures to new or inexperienced staff</p> <p>[2] Formally trains new staff on work procedures, and/or oversees work of students and/or temporary staff</p> <p>[3] Supervises up to and including one (1.0) FTE ongoing, permanent staff member, and/or up to and including five (5) temporary staff, students, and/or volunteers</p> <p>[4] Supervises more than one (1.0), up to and including two (2.0) FTE ongoing, permanent staff members, and/or more than five (5) temporary staff, students, and/or volunteers</p> <p>[5] Supervises more than two (2.0) FTE ongoing, permanent staff members</p>
Interpersonal Skills	<p>Considerable interpersonal skills are required</p> <ul style="list-style-type: none"> . Builds rapport and defuses tense situations with people who may be difficult or challenging . Actively listens, and probes for information to clarify requests . Uses tact and discretion when discussing problems and eliciting sensitive or confidential information . Provides interpretation of a routine to moderately complex nature . Makes informal demonstrations or presentations in areas of expertise
Working Conditions	<ul style="list-style-type: none"> . Job is performed in a typical office setting . Interruptions are an expected part of the work, and re-prioritization and/or rescheduling of tasks is required for work completion
Physical and Sensory Effort	<ul style="list-style-type: none"> . Minor fatigue results from the requirement for extra attentiveness for performance of some detailed tasks requiring consistency and accuracy . The incumbent may change to alternative tasks requiring less sensory effort
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Benchmark Title	Procurement & Logistics Processor
Group	[2] Administration – General
Sub-Group	(c) Logistics & Procurement
BM Pay Grade & Job Code	<ul style="list-style-type: none"> . Base Level (Pay Grade 7) [Job Code 283504] . Supervision Level 3, 4, or 5 (Pay Grade 8) [Job Code 283505] <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> . Second Language required, plus Supervision Level 2, 3, or 4 (Pay Grade 8) [Job Code 283505] . Second Language required, plus Supervision Level 5 (Pay Grade 9) [Job Code 283506]
Scope & Level Definition	Jobs at this level oversee the logistics or procurement functions, and provide logistics- or procurement-related support of a complex nature to the University.
Sample Duties at this Level	<ul style="list-style-type: none"> . Provides comprehensive advice and guidance to departments and faculties regarding procurement methods and logistics issues, and related University policy and procedures . Procures equipment, supplies and services and provides administrative support for related program initiatives . Processes Purchase Order Requisitions, UBCVisaCard, and related applications . Investigates, resolves, and/or escalates customer problems . Prepares electronic processes of various departmental transactions, follows up on and ensures all transactions are cleared monthly . Reviews, verifies, and data enters relevant information to ensure compliance with provincial and federal regulations, and University policies and procedures. Promotes the purchase order process, preferred vendor contracts and best procurement practices and systems . Participates in identifying processes and systems that require improvement, and makes recommendations for changes . Prioritizes and prepares custom clearances, prepares, consolidates, enters and uploads pertinent information for investigation, reconciliation and payment
Knowledge (Education & Experience)	<ul style="list-style-type: none"> . High school graduation, plus two years of post-secondary education including a Certified Customs Specialist (CCS) designation from the Canadian Society of Customs Brokers (CSCB) or Customs Professional Designation, plus four years of related experience <p>OR</p> <ul style="list-style-type: none"> . An equivalent combination of education and experience
Judgement, Authority, Decision Making	<ul style="list-style-type: none"> . Works independently under minimal supervision . Work is performed in accordance with broadly established procedures and practices requiring initiative to plan and complete recurring assignments independently, and judgement to determine which of many methods are applicable in any given situation . There are a variety of job tasks requiring ongoing prioritization . Responsibilities and work situations are broader in scope, with limited opportunity for standardized solutions
Creativity, Problem Solving, Analytic and/or Technical Thinking.	<ul style="list-style-type: none"> . Job duties cover work of an intermediate technical and/or analytical nature . Uses initiative, interpretation, and/or ingenuity to identify potential or actual problems, investigate causes, and resolve problems . Frequently resolves moderately complex problems, and occasionally resolves complex problems, in specialized areas, including for other staff . Ideas developed result in moderate changes to existing procedures, practices, standards, specifications, services, or projects

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Responsibility for the Work of Others	<p>Levels of Supervision:</p> <p>[1] Is not required to supervise; may explain work procedures to new or inexperienced staff</p> <p>[2] Formally trains new staff on work procedures, and/or oversees work of students and/or temporary staff</p> <p>[3] Supervises up to and including one (1.0) FTE ongoing, permanent staff member, and/or up to and including five (5) temporary staff, students, and/or volunteers</p> <p>[4] Supervises more than one (1.0), up to and including two (2.0) FTE ongoing, permanent staff members, and/or more than five (5) temporary staff, students, and/or volunteers</p> <p>[5] Supervises more than two (2.0) FTE ongoing, permanent staff members</p>
Interpersonal Skills	<ul style="list-style-type: none"> . Considerable interpersonal skills are required . Requires diplomatic persuasiveness, sensitivity, and the ability to motivate desired behaviour and secure cooperation and acceptance of decisions . Uses tact and discretion when discussing problems and eliciting sensitive or confidential information . Builds rapport and creates cooperative working environment . Makes formal presentations, including facilitating workshops, in areas of expertise . Provides training and/or instruction of a complex nature in areas of expertise
Working Conditions	<ul style="list-style-type: none"> . Job is performed in a typical office setting . Work pressures, peak periods, multiple demands, deadlines or interruptions moderately impact task completion ability
Physical and Sensory Effort	<ul style="list-style-type: none"> . Moderate fatigue results from the requirement for extra attentiveness for performance of many detailed tasks requiring consistency and accuracy . May not have the freedom to change tasks because one or more tasks must be completed within a critical time frame
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