



## Purchaser

**Employment Type:** Full time position, 5 days per week, 35 hours per week

**Location:** Granville Island

### About Arts Umbrella

Arts Umbrella is where young artists ages 2–22 cultivate their creativity in Art, Design, Dance, Theatre, Music, and Film. As a non-profit organization for arts education, we believe that art is powerful. Powerful enough to change a child's life in incredible ways. When young people connect with the arts, they gain self-confidence, develop self-discipline, and discover creative expression—qualities they carry with them for life. Arts Umbrella has two locations in Vancouver and Surrey, as well as donor-funded programs at schools, community centres, neighbourhood houses, and healthcare facilities across Metro Vancouver. We serve nearly 20,000 young people every year, with 77% participating in donor-funded programs.

In April 2021, Arts Umbrella moved into a new home on Granville Island. This transformational opportunity allows us to further our vision for a better world where all young lives are inspired to pursue a lifelong journey towards self-expression, compassion, and humanity. It is our mission to be a leader in arts education for young people; to build community and deliver profound life experiences through our commitment to innovation, excellence, and inclusivity. Arts Umbrella is an organization full of heart, where self-expression and creativity are valued and nurtured.

### The Opportunity

Reporting to the Chief Operations Officer, the Purchaser is responsible for the purchasing, organization and delivery of in-house and offsite goods and materials required by Arts Umbrella and maintaining accuracy and integrity of purchase orders, invoices, and inventory.

### In this role you will

- Review, plan, and process the daily and annual requirements for all office supplies, janitorial equipment and class materials in line with the programming year (i.e. Fall, Winter, Spring, Spring Break, and Summer Camp).
- Collaborate with faculty to understand their class project needs, fulfilling requested supplies or based on availability or budget, suggesting suitable, alternative materials.
- Maintain positive relations with suppliers and staff.
- Liaise with suppliers, departments, and end-users to deliver goods in a timely fashion, resolve shipping problems, invoicing and receiving discrepancies.
- Track and code invoices while working with accounting for accurate allocations.
- Establish, communicate, and maintain a process for incoming/outgoing supplies for accurate tracking.
- Coordinate with Student Services, Technicians, or other applicable departments, to assist with the delivery to storeroom(s) both onsite and offsite.
- Unpack and store products upon delivery in the applicable storage areas.



- Create an inventory system for materials that need to be purchased regularly such as art supplies and general office supplies.
- Create an inventory documentation system for storerooms for items required more regularly including a tracking system to ensure accurate invoicing to departments.
- Communicate updates and changes to the inventory system to all departments.
- Monitor turnover of materials and supplies for the purpose of identifying items to add to current stock selection and recommending items to be discontinued.
- Participate in budgeting process as it relates to art and office supplies.
- Research discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, packing slips, etc.) for the purpose of ensuring accuracy and adherence to established guidelines, prior to processing.
- Other duties, projects and responsibilities as assigned by the Chief Operating Officer.

### Here is what you bring

- Bachelor's degree in Business Administration, Commerce, Science, or a related field is required, preferably with a concentration in Supply Chain Management.
- 2+ years of experience as a purchasing clerk, procurement specialist or related position.
- Previous experience sourcing and buying.
- Strong Communication skills (written and oral).
- Highly organized with attention to detail.
- Demonstrated knowledge of computer technology and software applications within the Windows Environment (i.e. Microsoft Word, Excel, Outlook, PowerPoint) and familiarity with accounting and purchasing modules.
- Ability to perform meticulous, accurate data entry and calculations.
- Strong problem solving capabilities with the ability to provide solutions within budget.
- Experience in Art & Design or within the arts sector is an asset.

### Diversity & Inclusion

Arts Umbrella is dedicated to promoting diversity and inclusion. Our commitment is reflected in our programming, the audience we engage with, the students we serve as well as the staff we employ. Diversity and inclusion in our organization means fostering a workplace in which individual differences are recognized, appreciated, and respected. We actively seek applications from Indigenous peoples, visible minorities, persons with disabilities, people of all sexual orientations and genders, and others with knowledge in diversity and inclusion to help us strengthen our commitment.

### How to apply

Send your resume and cover letter to [job@artsumbrella.com](mailto:job@artsumbrella.com), indicating **Purchaser** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled.

Arts Umbrella thanks all applicants for their interest and advises that only those selected for an interview will be contacted. **No phone calls please.**