



Canadian Military Police Association
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BY-LAW 2 ANNEX I APPENDIX 2

PURCHASING AGENT- MP KIT SHOP

TERMS OF REFERENCE

1. The CMPA MP Kit shop Purchasing Agent is a volunteer who has shown an interest and capability to acquire products for the MP Kit shop. The Purchasing Agent is responsible to the MP Kit Shop Manager. The Purchasing Agent shall:

- Have computer knowledge for MS Word and Excel and web page editing.
- Have a basic knowledge of retail business.
- Receive “Low Inventory” emails from web page;
- Maintain the proper amount of stock by monitoring inventory levels online.
- Liaise with suppliers to ensure stock levels are maintained and the quality of our products is maintained;
- Ensure that all suppliers invoices are correct and forwarded to the Kit Shop Manager.
- Respond promptly to all e-mail's, letter's and social media questions and/or concerns related to the MP Kit shop purchases.
- In conjunction with the Kit shop Shipper, conduct quarterly inventory stocktaking.
- Be prepared to fill in for the Kit shop manager or shipper during their absence.
- Perform other duties as directed by the President, Vice-President or Kit Shop Manager.