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POSTING**

INTERNAL & EXTERNAL POSTING

POSTING: HEU Posting 014H23
STATUS: Casual
CLASSIFICATION: (17002) Stores Clerk
WORK AREA: The Views
EFFECTIVE DATE: Immediately
HOURS: As required;
Monday-Friday; 7:00am-3:00pm
SALARY: \$21.91 Hourly

JOB SUMMARY:

Positions at this level perform a variety of stores duties such as stocking storage locations, filling requisitions, transporting supplies/goods and maintaining related records.

Typical Duties:

- 1. Unloads and unpacks stock, equipment and material; matches to requisitions, identifies and records discrepancies; sorts and places articles in appropriate area.
- 2. Fills requisitions by picking, assembling and delivering supplies/goods.
- 3. Transports stock and materials to all areas of the facility/site.
- 4. Rotates stock and checks for expiry date.
- 5. Counts and replenishes stock based on established minimum/maximum levels; makes adjustments to stock items as per established guidelines; makes recommendations for changes to inventory items and/or levels.
- 6. Performs physical inventory counts.
- 7. Keeps assigned stores area and goods/supplies in a clean and tidy condition.
- 8. Completes related forms and maintains records.
- 9. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training and Experience:

Grade 10 plus six months recent related experience, or an equivalent combination of education, training and experience.

SKILLS AND ABILITIES:

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.

This posting will remain open until successfully filled. All Internal applications received by 08:30 am March 2, 2023, will be given first consideration. Please apply via email to the Department of Human Resources Services using Application for Internal or External Vacancy Form.

Applications and resumes may be submitted through hr@providenceliving.ca.

Thank you.

Human Resource Services

DATE: February 23, 2023