

EMPLOYMENT POSTING



Posting Title: Storeskeeper – E972OP23
Department: Operations Department
Closing: April 6, 2023
Pay Rate: \$34.17 (2021 rate) plus \$1.50 for OFA 3 Ticket Premium
Hours: 40 hours per week. 8 hours per day between 7:30 am and 4:30 pm, Monday to Friday, with a ½ hour unpaid meal break.
Union/Exempt: CUPE Local 105

Reporting to Operations Management this attendance sensitive position will perform a wide range of duties related to maintaining stores operations, clerical work, and be the primary First Aid Attendant for this department. The First Aid attendant is required to provide a level of care within their scope of training to preserve life and minimize the consequences of injury until medical treatment is obtained. Duties include, but are not limited to, procuring, receiving, storing, issuing and reconciliation of inventory, preparing tenders and request for proposals, maintaining the orderliness and cleanliness of the warehouse and performing a variety of associated clerical duties. Along with your regular duties, you will be required to provide support to the Timekeeper. Timekeeper duties include the preparation, calculation and completion of a moderately complex biweekly payroll along with checking and verifying time submitted, adherence to the Collective Agreement, data entry, performing payroll reconciliations, and the ability to prepare detailed complex reports. The successful candidate will be highly motivated to ensure the timely and efficient completion of assigned tasks while dealing with multiple priorities, the public and City staff. This position involves a high level of confidentiality which must be maintained at all times. The Storeskeeper will be involved in all accident and incident investigations, risk management, will serve on the Occupational Health & Safety Committee and must maintain accurate staff training records. The successful candidate must follow the City of Prince Rupert's purchasing policy, procedures and standard practices.

QUALIFICATIONS:

In order to be considered for this position you must have the following:

Required:

- Dogwood Diploma or GED;
- Valid Class 5 BC Driver's Licence (Driver's Abstract required);
- A Business Administration Certificate or a combination of Accounting Courses along with sound work experience is required;
- Accurate typing speed of 60 wpm, numerical proficiency and data processing;

- Good working knowledge of Microsoft Office Software (Word, Excel, Access & Outlook);
- Valid Occupational First Aid Level 3 Ticket is a condition of employment and must be obtained as soon as possible;
- Considerable knowledge of WorkSafe BC Regulations and Policies;
- Proficient in the safe handling of dangerous goods and disposal of waste products;
- Minimum of two years' experience as a Storeskeeper (buyer), preferably in Municipal Government;
- Completion of a Supply Chain Management Professional accreditation course is required within 2 years;
- Strong understanding of municipal infrastructure and mechanical parts;
- Occupational Health and Safety Training will be required annually;
- Experience with computerized accounting systems, Vadim ICity;
- Certifications in the following will be required within 2 years: WHMIS, Forklift Operator, Transportation of Dangerous Goods and Respiratory Fit Testing;
- WHMIS Certification; and
- Must be able to obtain a RCMP Criminal Record & Vulnerable Sector Check. Results of which will be reviewed by the City for employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY:

- Complete understanding of clerical duties including typing, filing, calculating, word processing, statistics and spreadsheets;
- Exceptional attention to detail with fast and accurate data entry and calculator skills;
- Ability to provide confidential Administrative support;
- Cash handling and reconciliation skills mandatory;
- Provide First Aid to all Operations staff, including all paper work related to First Aid and required reports;
- Maintain all First Aid supplies and equipment;
- Responsible for record keeping and updating the required SDS;
- Required to ensure that first aid procedures, log books and reports are maintained according to required standards and will advise relief staff of any updates;
- Will be required to cross train in timekeeping and able to successfully complete a bi-weekly payroll;
- Review time submitted to ensure that it is being processed in compliance with organizational policies, the applicable collective agreement and provincial legislation;
- Strong customer service, interpersonal, communication, negotiation, organizational, time management, analytical, computer and keyboarding skills;
- Exceptional attention to details and accuracy;
- Two years previous clerical and accounting experience;
- Reconciles invoices with inventory receiving to ensure charges are accurate in terms of receipt, coding and back orders;
- Input and reconcile inventory control records, ensure sufficient inventory levels and conduct inventory counts, including coding and adjustments;
- Complete stock issues, receive and inspect freight, label and stock shelves, and complete all necessary paperwork;
- Familiarity with Municipal Infrastructure and mechanical parts;

- Issue and maintain Purchase Orders for the department;
- Provide efficient and effective procurement of authorized inventory materials, supplies and services;
- Good working knowledge of WorkSafe BC Regulations and Policies;
- Good Understanding of the Collective Agreement and benefit entitlements;
- Must be able to follow all written work and safety procedures;
- Ability to meet and deal tactfully and effectively with the public and to maintain harmonious working relationships with co-workers;
- Ability to work independently while remaining motivated to accomplish tasks and assignments in a timely manner;
- Excellent functional knowledge of departmental procedures, policies and bylaws;
- Must be able to operate a forklift and obtain certification;
- Good organizational skills to handle a heavy workload, and demonstrated ability to handle volume with deadlines, frequent interruptions and changing priority;
- Ability to work with minimal supervision, be adaptable, versatile, exercise discretion and initiative, independent judgement, make sound decisions and work effectively with constant interruptions under pressure;
- Excellent attendance and availability is of operational importance; and,
- Other duties as required.

FITNESS REQUIREMENT:

- Good physical condition with sufficient strength and stamina to perform heavy manual work in the presence of all-weather conditions; and,
- Heavy lifting, pulling and managing equipment/objects are part of the assigned tasks. Employees must be able to handle weight up to 100 lbs and able to lift 40 lb.

Please submit your cover letter and resume to:

Human Resources Department
City of Prince Rupert | Operations Department
424 3rd Avenue West, Prince Rupert, BC V8J 1L7

Email (pdf form): hrop@princerupert.ca

Application Deadline: April 6, 2023

Note: **We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**