



Position Vacancy: Field Storekeeper

DEPARTMENT:	Electrical Department	STATUS:	Regular Full-Time
NO. OF POSITIONS:	One	UNION:	IBEW Local 213
HOURS OF WORK:	37.5 hours/week Monday to Friday	SALARY:	\$29.81 per hour plus benefits

Our Electrical department has an exciting opportunity for full-time Field Storekeeper. Working with minimal supervision, you will be responsible for purchasing, ordering a variety of materials and equipment required for the department. In addition, you will be responsible for controlling inventoried goods, and maintaining manual and computerized inventory records.

If you possess the following position requirements and possess the following characteristics and skills, we want to meet you!

- You have completed Grade 12 plus the completion of an Essentials of Logistics program.
- You possess considerable storekeeping experience and have sound knowledge of storekeeping methods and procedures in ordering, receiving, recording, stocking, storing, maintaining and issuing a variety of supplies, materials, parts, tools and equipment related to the electrical department.
- You have sound working knowledge of all aspects of stores procedures and on-line Supply Chain Systems.
- You have good knowledge of the various types and uses of supplies, parts, tools and equipment used in the electric utility and electrical services.
- Working knowledge of JDE or other related purchasing/procurement software applications.
- You have sound knowledge of WHMIS and WorkSafe BC regulations governing the work performed.
- You have the natural ability to successfully build relationships with internal and external contacts, including suppliers and auditors and continually improve customer experiences.
- You have a drive to maintain adequate and accurate stock levels according to known or anticipated demand, while reducing loss/shrinkage.
- You possess exceptional organizational and prioritization skills.
- You are a master of record-keeping and inventory tasks both manually and electronically.
- You have a positive, energetic “can-do” approach to work.
- You are trained, certified and have the ability to operate a forklift.
- You have a valid BC Driver’s License

Apply by sending your resume quoting **competition #19-01, by January 29, 2019** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: 604-527-4619 or e-mail to hr@newwestcity.ca.

*The City of New Westminster welcomes diversity and encourages applications from all qualified individuals.
We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*