

## Storekeeper Assistant

<i>DEPARTMENT:</i>	<b>Finance</b>	<i>STATUS:</i>	<b>Full Time</b>
<i>NO. OF POSITIONS:</i>	<b>One</b>	<i>UNION:</i>	<b>CUPE, Local 387</b>
<i>HOURS OF WORK:</i>	<b>40 hrs/week + Compressed Work Week</b>	<i>SALARY:</i>	<b>\$50,842 - \$59, 566 annually + comprehensive benefits package</b>

Our Purchasing Services Division has an exciting opportunity for a Storekeeper Assistant. In this manual and clerical position you are responsible for providing stores, record keeping and timekeeping services. You will receive, store, and issue a variety of supplies, parts and small tools to Engineering Operations staff; inform stores personnel of stock items to be ordered; place requisitions and checks, process, and prepare and/or maintain a variety of records.

If the following characteristics and skills describe you, we want to meet you!

- You have a positive, energetic “can-do” approach to work.
- You have completed Grade 12 plus considerable experience in storekeeping.
- You have sound knowledge of the storekeeping methods and procedures including applicable simple inventory control methods and of the supplies and parts applicable to garage operations.
- You have sound knowledge of computer equipment and of the application of a variety of basic office support, word processing and computer software as related to the work performed.
- Experience with JD Edwards One World or other purchasing related programs is considered an asset.
- You have sound knowledge of timekeeping practices and procedures.
- You have working knowledge of record keeping and filing practices applicable to the work performed.
- You have the ability to establish and maintain effective working relationships with a variety of internal and external contacts, and to employ contemporary service excellence principles at work.
- You have the ability to perform manual work and routine clerical and janitorial tasks related to the work and to do so under minimal supervision.
- You have the ability to operate a forklift. Forklift Operator certification would be considered an asset.
- You possess and maintain a Valid BC Driver’s License.
- You must be able to pass and maintain a clear Police Information Check.

Apply by sending your resume quoting **competition #19-09, by February 4, 2018** to the Human Resources Department, City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, Fax: 604-527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*The City of New Westminister 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.*