

JOB DESCRIPTION

JOB TITLE	Stores Clerk
JOB BAND	CUPE 4222A
DEPARTMENT	Distribution Centre, Business Services
SUPERVISOR	Supervisor, Distribution Centre

POSITION SUMMARY

The Stores Clerk provides customer service to the system by processing requisition orders for schools, responding to inquiries and maintaining records for stock and loan equipment. The incumbent provides clerical and administrative support to the Supervisor, Distribution Centre.

DUTIES AND RESPONSIBILITIES

Customer Service/Support:

- Respond to inquiries and redirect as necessary.
- Process and schedule requests for loan equipment.
- Process paperwork required for orders.
- Assist in the transfer of surplus furniture and equipment.
- Process credits for merchandise returns.
- Arrange for courier as necessary.

Clerical and Administrative Support:

- Update and maintain local systems and databases.
- Complete reports and presentation material as required.
- Record, transcribe and distribute minutes of monthly staff meetings and committee meetings.
- Record and distribute department attendance records.
- Maintain inventory of department office supplies.
- Sort and distribute department mail.

EDUCATION

OSSD or equivalent is required.

EXPERIENCE

Previous related work experience is an asset.