

Vuntut Gwitchin Government

- A. Identification: Inventory Clerk
- Department: Government Services and Housing
- Supervisor: Supervisor, Purchasing and Warehousing
- Date: August 2010
- Status: Full time
- Level: 4
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B. Job Summary:

Reporting to the Supervisor, Purchasing and Warehousing this position is responsible for receiving, issuing and recording of all building materials and other stock items for Government Services Department. This position is also responsible for orderly and appropriate storage of all materials, lubricants and spare parts and other items and maintenance of general warehouse order and cleanliness.

C. Main Duties:

Receiving of materials:

- Assist supervisor in obtaining specification and other information on materials required for construction and other programs.
- Preparation of purchase orders for authorization
- Receiving materials, matching them with packing slips and entering them into the inventory data and recording incomplete deliveries
- Storing materials in an organized manner and protected from rain and snow
- Receiving material release forms from supervisor and assisting GS truck driver in gathering materials to be delivered to a construction site or building
- Consulting with construction projects manager, property officer and supervisor when materials need to be moved from one site to another, or returned to the main storage yard

Issuing of materials

- Receiving material release forms from supervisor and assisting GS truck driver in gathering materials to be delivered to a construction site or building.
- Recording materials issued on work orders and making changes in inventory records.
- Confirming and issuing of motor vehicle spare parts, tires and lubricants and recording the transaction on a work order and making the changes in inventory records.

Maintains warehouse order and cleanliness by

- Placing materials in their appropriate location.
- Keeping the warehouse clean of unusable or refuse items by appropriate disposal.

- Liaising with supervisor in compiling and arranging for disposal of obsolete and surplus items.

Provides administrative assistance to construction projects manager by:

- Assisting with recording of work orders
- Obtaining required office stationery
- Providing costing and estimates for projects and work in progress

D. Job Knowledge and Skills:

Education

- Minimum Grade 12 or equivalency, training or experience in inventory management and knowledge of basic vehicle maintenance, parts and lubricants
- Knowledge of building materials and related trades
 - A valid Class 5 driver's license
 - WHMIS certificate
 - First aid

Management Skills:

- Ability to problem solve
- Ability to work with minimal supervision
- Ability to organize materials

Specific Skills:

- Ability to organize vehicle and equipment maintenance schedules
- Familiarity with construction tools and materials

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme temperatures and light.
- Ability to communicate effectively with co-workers and community members

E. Decision Making:

Decision-making is required when arranging protection of materials from snow and rain, organizing stocked materials, determining when issues are to be discussed with supervisor.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, adherence to policies and procedures, and in ensuring that all supervised services are conducted in accordance to written expectations. Efficient delivery of these services is important to the well being of community members.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily

Property Manager	Information exchange	Daily
Construction Projects Manager	Information exchange	Daily
Government Services office staff	Submitting forms; information exchange	Daily
Suppliers	Follow up, Information exchange	Regularly

H. Positions Supervised:

Number of positions supervised directly: None	
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I. Working Conditions:

Spiritual:

Being respectful of traditional beliefs and practices

Physical:

Isolated living conditions in extreme temperature and light conditions

Heavy lifting

Computer use approx 40% of the time

Approx 2 trips long distance per year

Mental:

Ensuring materials are in stock, organized and stored properly

Emotional:

Dealing with an air freight system that causes delays in shipping dates and ensuring preparation in transportation to minimize effects of remoteness

J. Conditions of Employment

Willingness to follow policies and procedures as detailed in personnel and administrative manuals

Willingness to work in extreme cold temperatures and darkness

SIGNATURES

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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