



JOB POSTING

21-70

POSITION: Purchasing / Stores Clerk, Casual

CLOSING DATE: **October 25, 2021**

DATE AVAILABLE: **Immediately**

SHIFT: Approximately one shift per week + vacation / leave coverage.

SALARY: \$22.80 + 18% in lieu of benefits / vacation

QUALIFICATIONS:

1. Education – Grade 12. Education or experience in materials management and procurement, required.
2. Ability to work with little or no supervision; must be able to manage own time, meet deadlines, and solve problems independently.
3. Must be competent in computerized material management systems.
4. Ability to communicate clearly in written, verbal, and electronic formats.
5. Familiar with the Broader Public Sector Procurement Guidelines.
6. Must have a valid driver's license and access to own vehicle.
7. Must be able to meet the physical requirements of the position, as defined by the physical demands analysis in compliance with the Occupational Health & Safety Act.

DUTIES & RESPONSIBILITIES:

1. Manage and maintain inventory system, supplies, and capital equipment.
2. Facilitate acquisition of goods, materials, and contractual services.
3. Ensure compliance with applicable legislation (BPSAA).
4. Ensure supplier commitments are met and that department issues are addressed.
5. Organize storage, cataloguing, and inventory.
6. Assist with year-end inventory.
7. Shipping & receiving.

THIS POSITION IS OPEN TO ALL QUALIFIED APPLICANTS

Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity. Upon request, accommodation for disabilities can be provided in the hiring process to applicants who meet the required qualifications outlined in the job description.

Those interested in the position are requested to apply in writing to:

Pearl Fleming, HR & Communications Lead

jobs@redlakehospital.ca