



INVENTORY CONTROL CLERK

COMPETITION: #2476 - 50160687

SECTION: Purchasing & Inventory Unit, Financial Services Section
STATUS: Temporary full-time
DURATION: Approximately one year (*Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)
HOURS OF WORK: Monday to Thursday, 7:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 17 - \$29.13 to \$34.23 per hour
COMPETITION END DATE: Thursday, May 9, 2024

The Inventory Control Clerk, reporting to the Inventory Planner/Buyer, is responsible for storekeeping, customer service, and clerical work in the Purchasing & Inventory Unit of the Vancouver Police Department.

ESSENTIAL DUTIES

- Receives, checks, records, stores, and issues a variety of general supplies, materials, uniforms, and equipment
- Maintains and processes storekeeping records such as purchase orders and inventory records
- Maintains a perpetual inventory system by updating computerized records as transactions occur
- Maintains adequate stock levels according to known or anticipated demands, creates purchase orders for long-standing or previously identified sources, and orders replacement stock according to established procedures
- Queries the system to obtain information on location, stock on hand, delivery dates, pricing, and other product information
- Performs physical inventory counts with prescribed frequency
- Investigates discrepancies between inventory counts and computerized records, and notifies supervisor where records cannot be reconciled
- Maintains storage facilities in a clean, orderly, secure, and safe condition
- Assists in developing and implementing new or revised stores processes and procedures
- Measures members for uniform and equipment, and assists members with fitting of same as required
- Resolves uniform issue problems; performs routine adjustments and repairs to issued equipment
- Provides information and assistance to various sections regarding products, procedures, rules, and regulations
- Assembles, packs, and transports or arranges for transporting stored goods and materials
- Tracks shipments and investigates missing packages
- Accepts and records payments for selected uniform and equipment issue points
- Assists in the identification and disposal of surplus items
- Handles ammunition, firearms, and various explosive-related materials as required
- Performs other duties and responsibilities as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Required:

- Working knowledge of Excel, Word, and Outlook
- Numerical ability and detail-oriented
- Ability to work independently, maintain attention, juggle multiple priorities, and work with and meet competing deadlines
- Excellent verbal and written communication
- Excellent interpersonal and customer service skills
- Ability to develop and maintain effective and positive working relationships with a variety of internal and external contacts



- Ability to maintain effective working relationships in a team environment
- Excellent organization and planning skills
- Considerable skill in the use of inventory management systems
- Working knowledge of modern storekeeping and inventory methods and procedures
- Working knowledge of departmental policies and procedures related to the work
- Working knowledge of the various types and uses of supplies and equipment required by sections served
- Working knowledge of ordering methods and procedures
- Ability to order, receive, store, issue, and transport supplies and equipment, and to perform related clerical recordkeeping tasks manually or using software applications
- Ability to understand and effectively carry out oral and written instructions
- Ability to keep accurate inventory and stores records
- Ability to use the software systems used in the work

Preferred:

- Working knowledge of SAP and E-Points

EXPERIENCE

Required:

- work experience in a business or retail environment
- experience with data processing or time entry processing

EDUCATION

Required:

- Completion of Grade 12
- Supply Chain Management Association (SCMA) – Member (in good standing)
- Supply Management Diploma from SCMA; or
- Supply Chain Management Professional Designation from SCMA; or
- Actively enrolled in one or more courses to attain Supply Management Diploma from SCMA; or,
- Actively enrolled in one or more courses to attain Supply Chain Management Professional Designation from SCMA, or an equivalent of courses related to the work combined with related work experience and training

Preferred:

- Supply Chain Management Diploma; or
- Supply Chain Management Professional Designation

OTHER REQUIREMENTS

- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

Selection Process: Candidates will be required to take a written test and must obtain a minimum 70% passing mark to move forward to the interview. Marks will be based on a 60% test and 40% interview.

NOTE: These positions fall under the jurisdiction of Teamsters Local 31.

We thank all candidates, however, only those short-listed will be contacted.



Applicants should submit a resume via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email vpd.civilian.jobs@vpd.ca.