



INVENTORY CONTROL CLERK

COMPETITION: #2487 - 50137331

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, August 15, 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:

- Two (2) years' experience in a complex electronic perpetual inventory within the last five (5) years

Preferred:

- Recent experience in commercial purchasing within the last five (5) years
- Experience in the safe and secure handling of firearms and ordnance

EDUCATION

Required:

- Completion of Grade 12

Preferred:

- Supply Chain Management (SCM) Diploma; and/or
- Supply Chain Management Professional Designation
- Supply Chain Management Association (SCMA) – Member (in good standing)
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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.

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

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



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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.