

Job Description

Position: Stores Clerk

Status: Full Time, Permanent, Non-Union

Department: Corporate Services

Reports to: Manager of Accounting

Location: Public Works Building

Salary Range: \$55,098 - \$63,873

General Accountability

Reporting to the Manager of Accounting, the Stores Clerk is responsible for the efficient operation of the Town's inventory management functions. The position supports Town operations by ensuring the accurate receipt, storage, distribution, and tracking and disposal of materials, supplies, equipment, fuel, and other inventory items required by Town departments.

The Stores Clerk processes purchasing and receiving documentation, supports job costing and financial tracking activities, and ensures inventory records and procurement processes comply with Town policies and procedures. The position plays a key role in safeguarding Town assets through effective inventory management, accurate record keeping, and timely reporting.

Working collaboratively across the organization, the Stores Clerk provides support to all Town departments including but not limited to Public Works, Treatment Facilities, Projects Office, Electric Utility, and Community Development. The position regularly communicates with departmental staff and managers regarding inventory requirements, purchasing activities, project allocations, and material availability.

Externally, the Stores Clerk maintains professional working relationships with suppliers, contractors, sales representatives and other government agencies. The position is expected to provide responsive departmental service, coordinate deliveries and procurement-related inquiries, and assist in maintaining effective vendor relationships.

Primary Responsibilities

Inventory Management:

- Receive, inspect, and verify incoming shipments for accuracy, quantity, and condition.
- Record inventory transactions and maintain accurate inventory records.
- Store materials and supplies in an organized, safe, and secure manner.
- Direct shipments to appropriate departments/buildings.
- Issue materials, tools, parts, fuel, clothing allowance, and supplies to Town departments and staff.
- Conduct regular inventory counts and perform sample inventory count with year end auditors.

- Monitor inventory levels and identify items requiring replenishment per department established minimum inventory levels.
- Investigate and resolve inventory discrepancies.

Purchasing and Procurement Support:

- Assist with the procurement of materials, supplies, and equipment in accordance with Town purchasing policies.
- Prepares and processes purchase orders, ensuring appropriate approvals, account coding, and supporting documentation are in place prior to issuance.
- Match purchase orders, receiving documentation, and supplier invoices to verify accuracy.
- Investigate and resolve discrepancies related to pricing, quantities, deliveries, or invoicing.
- Obtain pricing and product information as requested.
- Track outstanding orders and follow up on deliveries.
- Maintain purchasing and inventory-related documentation.

Job Costing and Financial Administration:

- Assign materials, supplies, and inventory items to appropriate operating and capital projects, and departmental accounts.
- Support payroll/time sheet coding with unionized employees.
- Maintain accurate records of inventory usage as well as labour allocations, provided from department managers, for job costing and budget tracking purposes.
- Prepare reports related to inventory consumption, material costs, and project allocations.
- Support year-end inventory valuation and reporting processes.

Records and Reporting:

- Maintain accurate inventory, receiving, and distribution records.
- Prepare routine reports on inventory levels, usage trends, and purchasing activity.
- Assist in developing and maintaining inventory control procedures.
- Ensure records are retained in accordance with municipal policies and legislative requirements.

Health and Safety:

- Maintain a safe, clean, and organized stores environment.
- Follow all applicable occupational health and safety regulations, policies, and procedures.
- Operate material handling equipment safely and in accordance with training and certification requirements.
- Report hazards, incidents, and equipment deficiencies promptly.
- Assist in coordinating building and yard security with department managers and supervisors.

Other Duties:

- Provide information to Town staff regarding inventory availability and procurement matters.
- Participate in process improvement initiatives related to inventory control.
- Perform other related duties as assigned.

Qualifications

- Grade 12 or GED equivalency.
- Diploma or certificate in Business Administration, Supply Chain Management, Logistics or Accounting is considered an asset.
- At least three (3) years experience in inventory management
- An equivalent combination of education and experience may be considered.

Knowledge, Skills, Abilities

- Knowledge of inventory control principles and warehouse practices.
- Understanding of purchasing and procurement processes.
- Ability to perform accurate job costing and inventory allocations.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office applications, particularly Excel.
- Ability to prepare reports and maintain accurate records.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Ability to perform physical duties associated with receiving, storing, and handling materials.
- Has or is willing to obtain training in WHMIS, First Aid, Transportation of Dangerous Goods and other training courses as required.
- Has and maintains a valid driver's license.

Working Conditions

- Work is performed primarily in a stores or warehouse environment with regular computer-based administrative work.
- Frequent lifting, carrying, and movement of materials and supplies.
- Exposure to varying weather conditions when receiving or issuing materials.
- Ability to operate forklifts, pallet jacks, and other material handling equipment is considered an asset.

Relationships

The Stores Clerk will also work closely with other employees in all Town departments. Externally, they will be working with the public in person and by phone including contractors for projects, sales representatives of suppliers and other government to business operations.

Hours of Work

- 8:00am – 4:30pm, Monday to Friday (40 hours per week)
- Call-ins as required in accordance with stated Town policy.

How to Apply

To apply for this position, please submit the following documents via email:

- A **cover letter** that outlines your qualifications, experience, and interest in the position.
- An up-to-date **resume** tailored to the role.

Application to be submitted through to the jobs@townofantigonish.ca email or our Indeed platform:
<https://ca.indeed.com/job/stores-clerk-e0fb4a49ff705d50>

Application Deadline:

Applications will begin to be reviewed on June 26, and the posting will remain open until the position has been successfully filled.

Additional Information:

Only candidates selected for an interview will be contacted.

The Town of Antigonish is committed to diversity and inclusion in the workplace. We welcome applications from all qualified individuals, including those in traditionally underrepresented groups