



Job Title	Stock/Inventory Clerk
Department	North Coast Distance Education School
Location	North Coast Distance Education School
Reports to	Administrative Officer(s)

Type of position:	Maximum Hours: 35 / week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Unionized
<input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Temporary or Casual	

GENERAL DESCRIPTION

Reporting to the Principal/ Designate, the Stock/ Inventory Clerk is responsible for identifying requirements, ordering and maintaining a current inventory of educational materials for the Distance Education program (i.e. approximately 15, 000 items); and working as a member of a team to ensure the timely resolution of general district requirements, in accordance with applicable acts, regulations, policies and procedures, using both computerized and manual systems.

TYPICAL DUTIES

- maintains an educational materials inventory (e.g. stock identification numbers); updates (e.g. annual prices, courses/ blocks/ modules, textbooks, videos, kits)
- monitors inventory balances and identifies requirements on an ongoing basis; initiates computerized restocking; verifies goods received, labels, logs, assembles course packages and stores/ shelves; submits receiving report/ packing slip to Head Secretary and liaises re adjustments, deletions, cancellations; arranges return of incorrect shipments; monitors outstanding orders; identifies shipping material requirements, source and price and submits to Clerical Coordinator for purchasing
- inputs new/ revised courses (e.g. modules, test/ material triggers, assigns inventory ID numbers) to Distance Education System as required; updates keys and distributes key changes and inserts to markers
- receives, checks and re-shelves returned materials; monitors and confirms completeness of kits; follows up on missing items; prepares route slips and Requests for Refunds (e.g. inputs code, dollar value, student identification data); updates system and identifies potential problem areas for returns

- provides backup response to routine telephone/ counter inquiries from students, staff, parents, community, etc.
- operates standard office equipment including computer (word processing, E-mail, DES database/ student information system, internet), typewriter, calculator, telephone, photocopier, facsimile, printers; performs minor maintenance (e.g. cleaning, toner) and/ or contacts vendor
- performs other comparable duties as assigned which are within the area of knowledge and skills required by the job description

ACADEMIC/WORK EXPERIENCE QUALIFICATIONS

- completion of grade 12 or equivalent including basic courses in personal computers (word processing, databases, spreadsheets)
- more than 1 year and up to 2 years previous school system and on-the-job experience.

REVIEWED BY

Title

APPROVED BY

Title