



**INVENTORY CONTROL CLERK
PUBLIC WORKS – CLAIRMONT, AB**

Salary: \$45,219 - \$57,899 annually
Schedule: 8:30 am – 4:30 pm Monday – Friday
Position Type: 35 hours/week, salaried, non-management
Closing Date: May 5, 2014 @ 8:30 a.m. or until a suitable candidate is found

The Public Works Department is looking for a full time Inventory Control Clerk to provide support in the Heavy Duty Shop. The position is responsible for a wide variety of duties including conducting the actual count and maintenance of the computerized Inventory Control System, acting as the County's fleet administrator, providing financial, administrative, and receptionist support, and providing partsman assistance. Typical responsibilities include but are not limited to:

- preparing/submitting Work Orders and providing administrative and financial support to the Shop Manager;
- purchasing, shipping and receiving parts;
- assigning and tracking part numbers;
- tracking mileage for the County's fleet vehicles, monitoring and scheduling appointments for repairs/oil changes;
- coding invoices for payment and posting invoices to inventory;
- assigning weekly Purchase Orders;
- processing work orders and logs labour, parts and maintenance performed on all equipment;
- ordering and picking up office supplies;
- conducting inventory counts twice a year and following up/accounting for missing inventory;
- putting away stock, labeling bins, maintaining spreadsheet of equipment purchased by the County;
- maintaining file system, preparing correspondence for Shop Manager's signature;
- preparing reports for Director regarding equipment, purchases and breakdowns;
- answer telephone calls and re-direct callers to appropriate department or other County staff.

QUALIFICATIONS:

- completion of post-secondary courses in introductory accounting and financial controls, or an equivalent combination of education, training and experience;
- experience in basic accounting including accounts receivable and payable;
- experience with standard computer applications (MS Word, MS Outlook, Excel) and computerized accounting software;
- ability to key 40 words per minute;
- strong interpersonal and communication skills to deal effectively with people and situations within and outside the organization;
- good organizational and administrative skills required to prioritize work ensuring that deadlines are met;
- preference may be given to those applicants with prior Public Works experience.

For more information please contact Ken Osborne, Heavy Duty Shop Manager at 780-532-9727 or visit www.countygp.ab.ca to view the full job description and to apply on-line.

Please forward resumes to:

Human Resources
County of Grande Prairie No. 1
10001 – 84 Avenue, Clairmont, AB T0H 0W0
Confidential Fax: (780) 532-9709
E-Mail: hr@countygp.ab.ca
Website: www.countygp.ab.ca