



Position Title: Storekeeper II (2 Positions)

Position Status: Full-Time Temporary (This position to last not later than December 31, 2024)

Department: Procurement & Real Estate Services

Employee Group: GVRDEU

Location: Lake City Operations Centre, Burnaby

Salary Range/ Wage Rate: \$2,896.00 bi-weekly plus 6.25 deferred compensation

Our Procurement & Real Estate Services Department is seeking a Storekeeper II (2 Positions) who will work under the guideline of storekeeper III, support Lake City and staff from different Metro Vancouver sites, organize stores, move parts, order products and issue variety of parts / materials to staff. This position might also work in other Metro Vancouver stores when necessary.

You are: A customer service-oriented storekeeper with good understanding of inventory management / purchasing. You also have good hands-on experience working in the warehouse and doing both physical and computer work.

This role: *(The duties described hereunder are intended to be representative of the position and are not to be considered as all-inclusive.)*

- Accepts and issues a wide variety of materials and equipment delivered for storage (pipe fittings, nuts, bolts, rope, hand tools, chemicals, light fixtures, cement chain, lumber, pipes of all sizes, steels, valves, motors, gasoline, lubricants, tar, etc. A myriad of items used by the Water, Sewer, Parks, Housing and other Districts.)
- Checks received items against delivery slips and purchase orders; maintains inventory records, prepares requisitions and issues documents.
- Assists in loading and unloading.
- Operates material handling equipment.
- Resolves problems/complaints relative to Stores and delivery.
- Conducts periodic count of inventory items and items stored in open yard areas.
- Determines and maintains optimum inventory levels.

- Maintains Store areas and office in neat and orderly condition.
- Provides supervision and direction to the Storekeeper I, including scheduling of work, recommending developmental training and other corrective actions to the supervisor, etc.

To be successful, you have:

- Grade 12, plus a minimum of 2 years experience in warehousing methods and procedures, preferably construction related.
- Demonstrated supervisory knowledge. Proven ability to organize, direct and supervise the work of others. Good communication and interpersonal skills.
- Sound knowledge of purchasing, delivery and inventory methods and documentation. Proven organizational skills.
- Experience with computer aided warehouse inventory including use of computer equipment and software related to the work. Demonstrated accuracy in the use of word processing and spreadsheet software.
- Valid B.C. Driver's License.
- Must be in good physical condition and capable of lifting to WorkSafe BC maximum standards.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by April 16, 2024.