



Prince Edward Island

*Small City...Big Opportunity!*

## **Job Opportunity**

# **Stores Clerk (Full-time/Permanent)**

Reporting to the Director of the Municipal Services Department, the Stores Clerk is responsible for the receiving, distributing, and clerical work associated with the line materials, along with managing the gases and oil for the departments.

### **Required Qualifications and Competencies:**

- Must have successfully completed a minimum of Grade 12 or equivalent;
- Must have a thorough knowledge of electrical distribution stores and materials.
- Must hold a valid Class 3A driver's license.
- Possess good clerical ability and be highly organized.
- Be of good character, honest, and reliable.
- Willing to participate in training programs if required.
- Willing to learn other job classifications within the Electric Department if required.
- Bilingual skills would be considered an asset.

**Salary:** \$30.62 per hour, as per Collective Agreement

**Hours:** 40 hours per week

The City of Summerside offers a superior work environment, along with an attractive benefits package, including a pension plan, comprehensive medical/dental coverage, and 3 weeks of vacation to start.

Interested applicants are invited to submit their **resume with proof of valid class 3A license** via email, with "Stores Clerk" in the subject line, to: [jobs@summerside.ca](mailto:jobs@summerside.ca) **OR** drop completed package off to the HR Office at City Hall at 275 Fitzroy Street.

**Closing Date: Tuesday, May 7, 2024, by 1:00pm**

We thank all applicants for their interest. Please note that only those who are selected for an interview will be contacted.