



Career Opportunities

Procurement Clerk - I

Procurement and Inventory Services | \$ 29.02-32.22 per hour

| Full-time Permanent | CUPE

| Attractive benefits, vacation and pension package

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership, and the delivery of effective and community-focused services.

The City of Penticton's Procurement and Inventory Services Department is in search of a highly energetic and organized candidate for the full-time permanent position of **Procurement Clerk - I**. The Procurement and Inventory Services Department assists other City Departments with purchasing products and services to support City operations. This department establishes policies and procedures to ensure a fluid process that enables the City to get the best value and provide assurance of fair treatment for all businesses who work with the City. This department also manages the inventory of a wide variety of products used by City departments to ensure products are readily available when required.

Reporting to the Procurement and Inventory Services Manager, the **Procurement Clerk - I** assists in the warehouse performing data entry, processing invoices, ordering inventory, receiving goods, issuing inventory and operating a forklift.

Key Responsibilities:

- Perform functions related to processing packing slips, purchase orders and invoices.
- Data entry of warehouse requisitions and goods receipts into ERP system.
- Issue and record inventory issued to staff.
- Order replacement inventory following procurement policies and guidelines, which includes sourcing, analyzing quotes and ordering.
- Enter inventory requisitions and good receipts into ERP system.
- Ship and receive goods including unloading freight.
- Label and put away inventory.
- Expedite back-orders.
- Order non-inventory items as required.
- Manage the City's Certificate of Insurance tracking system.
- Dispose of surplus and obsolete items.
- Other related duties as assigned.

Required Knowledge, Abilities & Skills:

- Knowledge of effective warehouse practices, procedures and inventory control systems.
- Knowledge and experience with Microsoft Office Suite (Word, Excel & Outlook). Ability to create and manipulate formula-based excel spreadsheets.
- Knowledge of Unit4 would be an asset.
- Use of an integrated computerized inventory control system.
- Ability to communicate effectively, orally and in writing.
- Ability to produce neat and accurate work.
- High attention to detail.
- High degree of accuracy in data entry.
- Adaptable and able to shift focus frequently while working with interruptions.
- Can do attitude ? able to meet challenges, handle pressure, and resolve problems while maintaining a positive and focused outlook.
- Ability to exercise courtesy and tact in the exchange of information with other employees, suppliers and the general public.
- Ability to exercise confidentiality and some independence of judgement.
- Knowledge of Accounts Payable procedures.
- Knowledge of warehouse procedures.
- Ability to safely operate a forklift, pallet jack and dolly.
- Ability to lift and work with materials ranging up to 50 lbs.
- Experience in the daily operation of a warehouse including inventory control, shipping and receiving.

Education, Training & Experience:

- Minimum of 3 years' related education and/or administrative experience, and/or experience in a warehouse;
- Valid BC Driver's License - Minimum Class 5;
- Holds or has the ability to obtain Forklift Certification.
- A Police Information Check is required.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **June 11, 2024**.

Position type: Full-time Permanent (35 hours per week)

Wage: \$29.02 - \$32.22 per hour, increasing to \$30.18 - \$33.51 on July 1, 2024 (Pay Grade 6, CUPE)

Benefits: Attractive benefits, vacation and pension package

Competition #: 24-61

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