



Provincial Job Description

TITLE:
(221) Inventory Control Clerk

PAY BAND:
8

FOR FACILITY USE:

SUMMARY OF DUTIES:

Maintains inventory levels, monitors inventory usage, returns stock to inventory, credits accounts and troubleshoots inventory problems.

QUALIFICATIONS:

- ◆ Grade 12

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Knowledge of medical and surgical supplies, where required by the job
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ **Previous:** Six (6) months previous experience in a hospital setting to gain a basic familiarity with supplies required in specific departments (e.g., medical, surgical, food and nutrition).

KEY ACTIVITIES:

A. Inventory Control

- ◆ **Orders and receives inventory/replacement parts.**
- ◆ **Traces and corrects inventory level discrepancies.**
- ◆ **Performs daily audits.**
- ◆ **Assists staff with product identification and location.**
- ◆ **Assists with product counts and recalls; identifies expired/damaged products; and zero usage products.**
- ◆ **Ensures product shelves are tagged and labeled; creates locations for new additions.**
- ◆ **Reorganizes product locations to improve stock storage.**
- ◆ **Analyzes quantity on hand and adjusts according to usage levels.**
- ◆ **Moves stock to replenish consumed product, transfers stock to other sites.**
- ◆ **Processes returns, sorts, identifies, counts and prepares return sheet.**
- ◆ **Prepares and distributes lists and returns items to proper location.**
- ◆ **Searches for inventory stock number when items ordered by description only.**

B. Ordering

- ◆ **Processes over-the-counter requisitions, emergency orders and severe stock shortages/back orders.**
- ◆ **Processes phone orders, creates pick lists and delivers.**
- ◆ **Orders stock from outside suppliers or other sites.**
- ◆ **Processes special and urgent orders.**
- ◆ **Investigates and processes stock change errors.**

C. Clerical

- ◆ **Enters data and performs clerical duties (e.g. processing orders, returns, transfers, product identification, labeling, billing and exchange carts).**
- ◆ **Creates/amends right sheets, pick sheets and issue sheets.**
- ◆ **Orders department stationary and supplies.**
- ◆ **Creates and distributes signs and other documents.**
- ◆ **Creates templates for auditing.**
- ◆ **Assists staff with computer, printer and scanner issues.**
- ◆ **Researches order histories.**
- ◆ **Maintains billing authority files, case/exchange cart files, department statistics.**
- ◆ **Maintains all hard copy records of daily transactions.**

D. Related Key Work Activities

- ◆ Re-stocks supplies.
- ◆ Assembles supply kits and modules.
- ◆ Changes carts/cart make-up.
- ◆ Tags and labels products, carts, product location.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Arranges and tracks courier services.
- ◆ Maintains order and cleanliness in workroom (e.g. delivery carts, storeroom; storage areas and equipment).

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: December 18, 2024