



Storekeeper II

Location: Bay St. George Campus - Stephenville

Job Opening ID: 10382

Permanent, Full-Time

Commencing: As soon as possible

Deadline to Apply: May 27, 2019

INTERNAL POSTING

DUTIES: Maintains control of resale items through a computerized point of sale system including textbooks, tools and supplies; controls cash and credit sales including printing daily cash reports; maintains a computerized inventory system; receives, assets, and distributes supplies and equipment at the Bay St. George Campus; prepares receiving reports and arranges for distribution; controls, monitors, and reorders office supplies and forms and prepares monthly inventory reports; receives and distributes mail for the Bay St. George Campus, photocopies material and supplies for campus; also does journaling, requisitions, waybills, online payments and petty cash. Other related duties as required.

QUALIFICATIONS: Knowledge of accounting, purchasing, inventory control, and computer applications is required. Candidates must possess initiative and be able to demonstrate good organizational, analytical, communications and interpersonal skills combined with the ability to work independently and collaboratively with another Storekeeper II on site. Knowledge of PeopleSoft applications considered an asset. These qualifications would normally have been acquired and demonstrated through the completion of a Business Program at the certificate or diploma level with considerable experience in storekeeping work in a computerized environment. Knowledge of PeopleSoft is considered an asset.

SALARY INFORMATION (SUPPORT STAFF)

CG-E25 - \$39,184.60 - \$43,206.80 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply on line complete with resume at www.cna.nl.ca. Names of three professional references will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio DeLeon, Human Resources Consultant at sergio.deleon@cna.nl.ca or by phone at (709) 758-7229.