



Storekeeper I

Location: Carbonear Campus

Job Opening ID: 10603

Temporary, Full-Time

Commencing: As soon as possible until December 31, 2019

Deadline to Apply: July 22, 2019

PUBLIC POSTING

DUTIES: The successful incumbent will maintain and oversee the daily inventory of supplies needed for daily departmental usage at the College of the North Atlantic's Carbonear Campus. The incumbent will receive materials and supplies following established accounting procedures, provide quality procurement support and maintain records of fixed assets, inventory and vehicle reports. This position will utilize PeopleSoft and follow-up on outstanding purchase orders while also providing mail room services and scheduling courier service for all departments. Physical demands for this position are moderate to high and requires lifting. Other clerical duties as assigned.

QUALIFICATIONS: The successful candidate must have some knowledge of accounting, purchasing, inventory control and computer applications. Candidates must possess initiative and be able to demonstrate strong organizational, analytical, communication and interpersonal skills combined with the ability to work independently. These qualifications would normally be acquired through the successful completion of a High School Diploma supplemented by post-secondary coursework in accounting through an Office Administration or Business program. Recent and relevant experience is also required. Candidates must possess a valid driver's license and provide a recent driver's abstract prior to commencing employment.

SALARY INFORMATION (Support Staff)

CG-E24 - \$ 37,692.20 to \$41,514.20 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.

