

August 15, 2024 (2nd posting)

JOB OPENING: Temporary assignment for one (1) year.

STOREKEEPER
Treasurer's Office - Material Resources Division

The workplace is at **180 Clyde Road**. The regular working schedule is from **Monday to Friday, from 6:30 to 14:30**.

The work consists of controlling activities arising from the operation of a store. Job duties usually require the employee to decide on the order of performance and the daily flow of activities. Work is occasionally monitored during performance and checked regularly.

EXAMPLES OF TASKS PERFORMED

- Issues supplies to employees according to material requisitions.
- Makes sure goods are delivered; ensures accuracy between goods ordered and goods delivered; verifies, fills out and signs various forms such as delivery slips, purchase requisitions, etc. using the automated goods management system.
- Receives, unpacks and stores supplies at specified locations; ensures that orders issued are consistent with the items delivered. Any modification of an order is the responsibility of the buyer.
- Ensures that the gasoline and diesel tanks are working properly and takes note of the total quantities distributed for each vehicle; accumulates various data and produces a monthly report on this sector of activity.
- Assists the Treasurer's Office - Material Resources Division related to the annual inventory of the goods on hand and periodically checks inventory levels to avoid buildup or shortage of supplies.
- Prepares daily status reports on the Treasurer's Office - Material Resources Division's operations.
- Controls personnel and suppliers' access to the store.
- Performs any other related task.

REQUIRED TRAINING AND EXPERIENCE

Hold a vocational diploma in motorized equipment maintenance and have successfully completed 3 to 9 credits in the field of procurement.

Minimum two years' experience in a similar job, enabling the jobholder to become familiar with the job sphere.

QUALITIES

Good knowledge:

- Fluently bilingual in French and English (written and spoken).

Skills:

- Have a highly developed sense of customer service;
- Demonstrated ease in interpersonal relationships;
- Show initiative and autonomy;
- Be able to develop and exercise certain controls and monitoring.

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others:

- A salary range between \$29.19 and \$38.16 per hour;
- A stable schedule of 35 hours per week from Monday to Friday;
- Floating holidays and sick leave;
- On-the-job training.

PLEASE NOTE

Applications will be accepted until **Friday, September 5** at **16:30**. Interested candidates should send their resume to Sandra Grenier by email at humanresources@town.mount-royal.qc.ca, mentioning competition number **2024-33**. Only candidates selected for an interview will be contacted.



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