



# *Provincial Job Description*

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***TITLE:***  
**(221) Inventory Control Clerk**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***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**
- ◆ **Demonstrated organizational and communication skills**
- ◆ **Ability to work independently**
- ◆ **Knowledge of medical and surgical supplies**

***EXPERIENCE:***

- ◆ **Previous: Six (6) months previous experience in a computerized inventory system with knowledge of medical inventory and supplies.**

***KEY ACTIVITIES:***

## **A. Inventory Control**

- ◆ **Issues and orders inventory/replacement parts.**
- ◆ **Traces and corrects inventory level discrepancies.**
- ◆ **Performs daily audits.**
- ◆ **Assists staff with product identification and location.**
- ◆ **Assists with product counts, recalls, expired products; identifies 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, prepares return sheet.**
- ◆ **Prepares and distributes lists and returns items to proper location.**
- ◆ **Searches for inventory stock number when items ordered by description only.**
- ◆ **Checks for product expiry dates.**

## **B. Ordering**

- ◆ **Processes over-the-counter requisitions, emergency orders, severe stock shortages.**
- ◆ **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 associated with processing orders, returns, transfers, product identification, labeling, billing and exchange carts.**
- ◆ **Creates and corrects 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.**

*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.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

**Validating Signatures:**

**CUPE:**

**SEIU:**

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**SGEU:**

**SAHO:**

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**Date: 2005**

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