



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

- ◆ 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 and 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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: September 10, 2015