



JOB DESCRIPTION

Salary Grade: 5 CUPE 1328

Job Title:
Inventory Control Clerk

PRIMARY FUNCTION

The primary function of this job is to provide secretarial and clerical support to the Manager and the Warehouse Distribution Centre staff. The job is also responsible for the maintenance of records of the Warehouse inventory and for the generating and processing of requisitions.

MAIN RESPONSIBILITIES

1. Perform secretarial and clerical duties for the Manager, Warehouse Distribution Centre and department staff by:
 - distribute daily mail to staff
 - responding to memos, letters
 - answering the telephone and responding to in-person enquiries e.g.: status of orders, discrepancies in orders, queries etc.
 - keeping track of staff attendance, vacation, overtime, lieu time, and vehicle repairs
 - ordering supplies for the department
 - relaying information, instructions, directions etc. to staff in absence of and as directed by the Manager
2. Process all requests dealing with the Warehouse inventory by:
 - receiving material tickets from schools/departments and sorting them for regions and then for caretaking and office supplies
 - logging the orders in a manual, sorting and distributing to the appropriate Warehouseperson
 - receiving packing slip and pick tickets from Warehouseperson

- maintaining an inventory list of all available materials, checking for availability of supplies and having Warehouseperson fill the order
 - updating warehouse inventory by keying in data to charge school budgets and update warehouse inventory records
 - receiving the signed second copy of the packing slip (signed by department/school after they received the ordered materials) and matching and filing with original packing slip
 - processing 'rush orders' by receiving telephoned details of order (item, amount and description pickup or delivery etc.) from the Inventory Control Analyst
 - initiating requisitions to order stock, to replenish the Warehouse Inventory
 - logging the requisition in a book (vendor, name and purchase order number) and placing requisition on bulletin board
 - telephoning/faxing vendors once a week (approximately 15 – 20/week) to expedite outstanding orders, over/under shipment of goods and wrong shipment of goods, late deliveries etc.
 - matching packing slip with requisition to ensure that goods were received as ordered, filing the slip and requisition
 - sending P.O. to Accounting for payment to vendor
 - retaining packing slip, requisition and copy of P.O. for filing
 - preparing and maintaining lists of all vendor contacts (150 – 200 vendors)
 - producing and updating the school/office supplies catalogue in conjunction with the Manager and the Inventory Control Analyst
 - receiving, recording, preparing requests for Program Design and for Ministry documents, from schools, departments, Curriculum Support Units and schools outside TCDSB, and forwarding completed requests to Budget Control for transfer of funds when necessary
 - maintaining the inventories for all curriculum and Ministry documents
3. Loan equipment (music equipment – choral risers, sound systems, portable stage, spot lights, tables etc.) to schools and departments upon request by:
- receiving requests (form, telephone and e-mail) for equipment
 - checking rolodex cards to see that the WDC can comply with the request
 - scheduling all requests and making a notification in the Manager's agenda to deliver the equipment
 - updating the rolodex cards to reserve the equipment
 - contacting departments/schools in cases where only part of the equipment is available and/or trying to distribute available equipment equally (i.e. trying to accommodate all requests)
 - confirming all bookings
4. Assist in the preparation and taking of year-end physical inventory and periodic inventory checks throughout the year.

5. Perform other duties as assigned or required, such as acting as the Inventory Control Analyst when required.

SKILL

- Secondary School Diploma with related courses equivalent to 1 year post secondary, or equivalent
- 1 – 2 years related experience.

EFFORT

- Complexity of the job is in keeping effective records and in maintaining an efficient processing routine to ensure prompt and accurate service to TCDSB departments, schools, Curriculum Support Units, and outside TCDSB schools. Scheduling of short notice requests
- Physical effort 35% - 65% in performing secretarial and clerical functions (data entry, completion of forms etc.) telephone activity, 3 lines
- **Frequent** lifting supplies up to 30 lbs.

RESPONSIBILITY

- Independence of action in establishing own work schedule and rescheduling delivery route sequences to accommodate short notice changes . Decision making when creating inventory and record keeping methods.
- Inefficient processing of orders, requisitions, loan requests etc. would inconvenience departments/schools, errors in processing would/could effect TCDSB service. Failure to expedite or resolve delivery errors could result in product shortage, payment delays
- Contacts with departments/schools, external agencies – in the performance of duties, responding to daily requests (written, telephone, e-mail) regarding the availability of supplies, curriculum materials, furniture, loan equipment and distribution services.

WORKING CONDITIONS

- Semi-private office. Temperature in office varies dependent on conditions in the Warehouse. Noise and dust from the warehouse. Safety shoes required when in the Warehouse. Awareness to warehouse activities (forklift)
- Stress from rush orders. Stress from heavy volume of telephone calls. Stress from dealing with complaints regarding discrepancies in the orders.