

EMPLOYMENT OPPORTUNITY



STOREKEEPER, CLASS I

Place of Work:	Laurier Macdonald Vocational Centre - Des Grandes Prairies
Status:	100% - 12 months
Salary Rate:	\$46,264.40 to \$50,323.00
Start Date:	Determined by the Board
Schedule:	Daytime - Monday to Friday
Immediate Superior:	Principal

Nature of the Work

The principal and customary work of an employee in this class of employment consists in being responsible for a store or warehouse and in performing various tasks related to its operation.
If necessary, the employee must, in addition, perform the characteristic functions of the class of employment of class II storekeeper.

Requirements and Qualifications

- Diploma of Vocational Studies in a specialty appropriate for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority
- Two (2) years of pertinent experience
- Fluency in English (both oral and written) and working knowledge of French (both oral and written)
- Excellent knowledge of Microsoft Office
- Ability to coordinate the decentralized or centralized operations of a store
- Ability to fill out receipts and other documents and make note of damaged and lost goods
- Ability to record the details of the goods received in a record book or on appropriate cards
- Ability to ensure goods are stored properly and affixes identification tags
- Ability to deliver supplies from the store and prepare the necessary purchase order for the replacement of articles
- Ability to take a complete inventory and see that the stock conforms to the record books and prepare reports
- Excellent interpersonal and communication skills
- Excellent organization skills, demonstrate initiative and work independently

Testing and Interview

The Human Resources Department will contact the selected applicants to undergo testing sessions related to the post. Only the applicants who successfully pass the tests will be convened for an interview.

To view the job description as outlined in the classification plan [click here](#) or visit their website <https://cpn.gouv.qc.ca/cpnca/en/negociations/plan-de-classification/personnel-de-soutien/>

Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca to the attention of Ms. Marilyn Ramlakhan, Assistant Director of the Human Resources Department

Please refer to the circular number in your letter of application.

The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.