



DISTRICT OF SAANICH  
FINANCE DEPARTMENT  
PURCHASING DIVISION  
STORES

## **STORES SUPERVISOR Permanent Full Time Position**

The Purchasing Division is recruiting for a permanent full time Stores Supervisor. The successful candidate will coordinate the municipal stores operation located in the Public Works Yard. The Stores Supervisor oversees supply chain and storekeeping operations that include ordering, receiving, issuing and controlling a wide range of materials, tools and equipment. This also includes providing municipal customers with the right product, at the right price, at the right time within the framework of Purchasing Administrative Policies and in accordance with the commitment to ensure best value for money expended on goods, services, and construction.

The Stores Supervisor undertakes workflow process reviews, implements inventory control best management practices and fosters a healthy respectful workplace while maintaining confidentiality. The successful candidate organizes stores related systems and procedures, coordinates the flow of information, documents and product.

Requirements include: Grade 12 or equivalent; Two year diploma in a related field plus a recognized professional designation/certification such as Certified Supply Chain Professional (CSCP) or Supply Chain Management Professional (SCMP); Five years of directly related experience including two years of supervisory experience. An equivalent combination of education and experience may be considered. Suitable to obtain Propane Dispensing Certification; Valid Class 5 BC Driver's Licence and forklift Operator Certification is considered an asset. The successful candidate will be required to work Monday to Friday, 40 hours per week.

**This is a C.U.P.E. Local 2011 position with a wage of \$41.35 per hour and an excellent benefits package. Job description and competition information can be found at [www.saanich.ca](http://www.saanich.ca). *This competition will remain open until filled.* Please apply by quoting competition 20056 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7 (Fax 250-475-5550) or Email [careers@saanich.ca](mailto:careers@saanich.ca). In addition to the interview process, testing will be conducted. We thank all applicants for applying. Only those under consideration will be contacted.**