

Job Title:	Inventory Control Officer
Job ID:	20210653
Location:	Greater Vancouver Region
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

Marketing Statement

British Columbia Rapid Transit Company Ltd. (BCRTC) maintains and operates two of Metro Vancouver's three SkyTrain lines. SkyTrain is the first and one of the longest, fully-automated, driverless, rapid transit systems in the world. It boasts an average on-time service performance rating of 95 per cent and moves on average 250,000 passengers per weekday.

Both the SkyTrain lines operate out of BCRTC's Operations and Maintenance Centre in Burnaby, where more than 900 dedicated staff work in the areas of administration, engineering, elevator and escalator maintenance, field operations, vehicle maintenance, and wayside (station and guideway) maintenance.

The Expo and Millennium SkyTrain Lines connect downtown Vancouver with the cities of Burnaby, New Westminster, Coquitlam, Port Moody, and Surrey. With future expansion of the both Expo and Millennium lines upcoming, and the start of an infrastructure renewal in full swing, now is an exciting time to be part of our team. Come and explore what makes us one of BC's Top Employers!

Responsibilities

- Assists the Inventory Control Supervisor, Maintenance Supervisors, Planners, Schedulers and other procurement staff.
- Analyzes a variety of reports, including but not limited to the Nil Stock report, Zero Quantity report, Close to Reorder report, Top 100 Parts report, and Campaign tracking reports to ensure correct reorder points and reorder quantities to meet future demands.
- Assists in creating additional reports that may be required to help identify inventory issues.
- Analyses a variety of datasets, including the inventory master file and inventory transaction file.
- Works with maintenance to determine the reasons for out of stock parts and possible solutions to overcome the shortage. Supports the Inventory Control Supervisor with analyzing the movement of repairable items through the repair cycle.
- Provides input to the recommendation on the feasibility of repairing parts in-house versus out-of-house.
- Monitors and analyzes certain inventory levels, lead times for deliveries, and inventory usage to identify actual and potential shortages or surplus and carries out and identifies remedial action as required.



- Assists in the coordination of information for record changes related to acquisition or disposal of parts for new fleet/system expansion or changes.

Qualifications

Education:

Requires completion of post-secondary diploma in inventory management.

Experience:

Requires 3 years of experience in inventory management with familiarity with supply chain concepts – inventory deployment, planning, optimization, and logistics and solid working knowledge in Microsoft office suite, report writing and large data base analyses. A further period of up to six (6) months on the job is required to become familiar with the existing systems and processes.

Other Information

Recruitment Process: An applicant will be required to demonstrate their suitability for this position by meeting the minimum level of qualifications and experience in order to be invited into the selection process. A standard interview format will be used including general, scenario and behavioural descriptive interview questions.

COVID-19 Safety Vaccination Policy

To support public health, and protect the health and safety of our employees, customers, and their families, British Columbia Rapid Transit Company employees will be required to be fully vaccinated against COVID-19 and will need to provide proof of full vaccination status in compliance with the employer's COVID-19 Safety Vaccination Policy.

Accommodations may be applicable under the BC Human Rights Code. Should an applicant be unable to provide proof of full vaccination and should an accommodation be requested, additional information will be required to determine whether the individual is entitled to be accommodated.

Work Schedule

40 hours per week.

Rate of Pay

Wage: \$37.86 per hour

FTR External All:

The Total Compensation Package includes Extended Health, Dental, Transit Pass and enrollment in the Public Service Pension Plan. Focus on your development through tuition reimbursement, training, and



mentorship programs. Enjoy a variety of health and wellness programs, including access to gym facilities. Speak to us to know more about what we offer.

How to Apply

Please go to <http://www.translink.ca/careers> to apply for this position and view instructions on the process.

INSTRUCTIONS: Please save your (1) cover letter, and your (2) resume as one pdf document prior to uploading your application on-line.

Please note that only those short listed will be contacted.

Having trouble applying? Please view the System Requirements & FAQ's by going to <http://www.translink.ca/careers>.

Equal Employment Opportunity

We are an equal opportunity employer committed to creating and supporting a diverse and inclusive workforce that is free of all forms of discrimination. We are committed to providing reasonable accommodations and will work with you to meet your needs. If you are a person with a disability and require assistance during the application process, please reach out! We celebrate our inclusive work environment and welcome members of all backgrounds, skills and perspectives.

Accommodations are available on request for candidates taking part in all aspects of the selection process. For a confidential inquiry, simply email us at jobs@bcrtc.bc.ca.