

Warehouse Associate II

Position Summary

In an environment that supports continuous improvement and reporting to the Supervisor of Central Stores, Salvage & Fuel. This employee performs physical duties such as, receiving, storing, delivering, and issuing supplies, as well as assisting with purchasing and maintaining computerized stock records.

Typical duties include:

- Fills orders, sources suppliers and products, prepares purchase requisitions and obtains purchase order numbers to purchase stock and non-stock supplies.
- Completes delivery receipts and maintains MSDS documents and forwards copies of the MSDS documents to the MSDS Coordinator.
- Receives supplies to stock in a computerized environment using software including WAM and Oracle.
- Delivers orders to customers.
- Plans the layout of the warehouse, and the other storeroom areas, in accordance with the turnover, volume, weight, and associated aspects of goods stored.
- Follows all rules and regulations as set out in the Provincial Occupational Health and Safety Act and the City of Regina Occupational Health and Safety Manual.
- Performs related duties as required.

Applications are being accepted until **August 7, 2021**.

For more information and to apply, please visit <http://regina.hgcareers.com/js>