Manager, Stockroom

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Professional and Managerial Group

Manager, Stockroom

Department of Chemistry, College of Engineering and Physical Sciences

Temporary full-time from October 2017 to October 2019

Hiring #: 2017-0474

Please read the Application Instructions [1] before applying

The Manager is responsible for the effective operations of the Chemistry Stockroom which presently serves the needs of 600 faculty and staff and 800 graduate students, as well as 7,500 undergraduate students per year. Clients include but are not limited to: the departments of Chemistry, Physics, Engineering, Molecular and Cellular Biology, Integrative Biology, and Environmental Health and Safety; the Dean’s Offices for the College of Engineering and Physical Sciences and College of Biological Science; and the Advanced Analysis Centre, Machine Shop, Biodiversity Institute of Ontario, Electrochemical Technology Centre. The stockroom carries an inventory of over 1,000 items with an annual inventory turnover of over $100,000 per year. The incumbent provides direct supervision to staff who support all aspects related to the functioning of the Stockroom.

This position is accountable for the smooth day-to-day operation of the stockroom while ensuring the provision of exceptional client service and efficiently managing the stockroom inventory. Specific responsibilities include: developing and implementing appropriate policies and procedures, ensuring compliance with applicable laws, regulations, and standards; preparing stockroom activity reports and records; ensuring a safe working environment; maintaining proper security and good housekeeping of the stockroom; overseeing all human resources within the stockroom; coordinating shipping/receiving of goods; coordinating the purchase and disbursement of equipment and supplies for research and teaching use; authorizing department orders; providing front-line client services such as preparing standard orders for dry ice and solvents based on client demand; dispensing alcohol and maintaining strict records for same; maintaining records of gas cylinder records; dispensing of solvents (eg. Acetone, hexane) and other hazardous goods; maintaining accurate and up to date inventory records; performing regular inventory analysis and statistics; perform inventory counts and reconciliations on a regular basis; the organization and layout of the stockroom.

Requirements of the position include: Two year community college diploma (undergraduate degree preferred) in supply chain management/purchasing or a related discipline plus a minimum one year of related experience or an equivalent combination of education and experience. Strong oral and written communication skills; excellent interpersonal skills and the ability to develop and maintain positive relationships with clients and stakeholders; ability to demonstrate critical thinking skills and the ability to solve problems; excellent organizational skills including multitasking, planning and prioritization; leadership and the ability to supervise staff in a unionized environment. Strong computer skills including Microsoft office suite, stockroom inventory management software; knowledge in the use of balances, cork borer, pallet truck, hydraulic dock lift, and freight elevator as well as WHMIS and First Aid training and knowledge of regulations concerning transportation of dangerous goods as well as experience in the handling of chemicals and chemical nomenclature, biological materials and radioactive materials.

Classification P02*

Professional/Managerial Salary Bands [2]
All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation

Posting Date: 2017 09 25  
Closing Date: 2017 10 02

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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply