Senior Storeskeeper

Forbes includes U of G Among Canada’s Best Employers

Trades and Maintenance
Position covered by the Collective Agreement with the Canadian Union of Public Employees (CUPE), Local 1334

Senior Storeskeeper

Stockroom, Physical Resources

Temporary full-time from October 5, 2020 to March 5, 2021

Day shift: 8:00 a.m. to 4:30 p.m.

Two (2) Positions

Hiring #: 2020-0314

Please read the Application Instructions [1] before applying

Reporting to the Manager, Stockroom and Materials Handling, the Senior Storeskeeper will be responsible for functioning effectively as a member of a team maintaining a stock and parts inventory for Physical Resources and the University community. Specific responsibilities may include: ordering stock and parts through University systems contracts, blanket orders and procurement card; verifying received shipments, organizing and shelving stock, and updating the data base accordingly; receiving stock and parts requests via in-person requests, telephone and email, and filling requires while updating the database accordingly; arranging deliveries and pick-ups with Materials Handlers, and in some instances, assisting Material Handlers for the day; arranging courier services as well as providing emergency deliveries and pick-ups both on and off-campus; labeling stock bins; maintaining and updating price information; verifying documents; filing; participating in the annual inventory process; and other associated duties as assigned.

Requirements of the position include: Secondary school graduation and a forklift license, together with up to two years’ demonstrated inventory management experience and demonstrated understanding and knowledge of various trades (e.g., mechanical, electrical, plumbing, carpentry, construction, etc.), with a general knowledge of electronics; proven knowledge of trades must be acquired from a formal professional setting, such as retail, industrial or construction. The successful candidate must be a detail-oriented self-starter, and a team player, with excellent data entry skills. The applicant must be able to demonstrate above-average computer competence (MS Word, Excel, Outlook, etc.), analytical and mathematical ability. The candidate must be able to multi-task in a fast-paced environment, thus requiring a high level of organizational ability. The incumbent must be flexible, possess critical thinking skills, and have the ability to both prioritize tasks and change focus from one task to another quickly and easily. Also required are: excellent verbal and written communications skills; superior interpersonal skills; strong customer service skills; problem solving skills; and the ability to work well under pressure. Knowledge of the Physical Resources Division and its trades, and the University campus would be an asset.

Classification                CUPE Band 4
0-3 month rate               $24.62 per hour
Job Rate                     $25.92 per hour
Vacancy                      Original
Work Location                Physical Resources Stockroom

At the University of Guelph, fostering a culture of inclusion [2] 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