



School District No. 43 (Coquitlam) Invites applications for the position of **Stores** Regular Full Time

(40 hours a week – Day Shift)

Coquitlam School District invites applications from individuals for the position of Stores. (Regular Full Time) As the third largest school district in the province we are located within a 40-minute drive from downtown Vancouver. The school district has a population of 32,000 students with approximately 4,300 teaching, administrative, managerial and support staff.

This position reports to the Assistant Director, Operations or designate and receives some direction from the Purchasing Manager and is responsible for the operation of the districts stores and supervises the work of Security Runners and Delivery Persons.

Responsibilities include - Supervising, training, assigning, coordinating, scheduling, and monitoring security runners and delivery persons. Performs duties of the dayshift security runner and/or deliver person during the Monday to Friday work week if required. Controls all inventory at the maintenance facility, provides logistic and supply chain analysis of material and distribution.

The successful applicant will possess a certificate in light warehousing including courses in Logistic Management, Activity Analysis, costing and/or production and Inventory Management from a recognized college/institution plus one year of recent warehousing purchasing experience working with a computerized inventory control system. Or Equivalent combination of training and experience including a minimum of two years recent warehousing or purchasing experience working with a computerized inventory control system.

Supervisory skills and experience required plus technical knowledge of repairing small power tools, mechanical equipment, and some school furniture.

This is a unionized position which offers \$28.02 per hour (40 hours a week) including an attractive benefit package which includes, Extended Health, Dental, MSP and Pension Plan (MPP).

To apply please click on the following link and create a user account/profile.

<https://ejp.sd43.bc.ca/postings/Account/Login>

Once you have completed your profile you will have access to the job postings

Applications will be reviewed as they are received

All applicants are advised that they must sign a release to permit a criminal record check prior to confirmation of hiring. We appreciate your interest but regret that only those candidates selected for an interview will be contacted.