

SOUTHERN RAILWAY OF BRITISH COLUMBIA



Job Description



Job Title	Storekeeper	Job Group: 07
Work Location:	Locomotive Shop, New Westminster	
Division/Department:	Finance	
Reports to:	Manager, Project Accounting	
Status:	Full-time	Affiliation: Non-exempt

Duties & Responsibilities:

- Purchasing, receiving, tracking goods, issuing stock, customer sales, and a variety of administrative tasks required to maintain a computerized inventory system for locomotive and rail car repair.
- Communicate with supplier representatives to establish best product/pricing/specifications for materials/parts.
- Respond to customer inquiry for parts supply by sourcing parts and establishing a profitable price in addition to arranging for shipping.
- Order materials and parts when required; research and evaluate suppliers based on price, quality, service, availability and reliability; arrange shipping, customs and delivery dates. Maintain cost-effective control when contracting freight services for items ordered locally, nationally and internationally.
- Maintain up-to-date inventory records in an Enterprise Resource Planning System (ERPS) which includes materials and parts received, issued, returned and other updates as required.
- Receive, unpack, sort, store, pack and issue all types of railway stock and non-stock materials located at the locomotive shop.
- Load/unload trucks using forklift as needed.
- Assist in completion of annual stores inventory count. This includes physical counting of parts/materials, reconciliation of records and investigation to trace differences between inventory records and actual stock on hand.
- Maintain office space, materials store room and yard in a clean and organized condition.
- Train available locomotive Shop Helpers to support storekeeper functions including shipping, receiving, parts organization and inventory counts.
- Maintain compliance with all company policies and procedures.
- Perform other related duties as assigned by supervisor.

Education and/or Work Experience Requirements:

- Minimum high school diploma or GED required.
- Supply Chain Certificate or Diploma from a recognized post-secondary institution.
- Ability to obtain a forklift license.

- Possess a valid BC Driver's license.
- Three (3) to 5 years supply chain experience in an industrial environment or a combination of education and experience.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Excellent computer proficiency MS Office (Word, Excel, Outlook) and an inventory control software.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

SRY HR Approval:		
MoveUp Approval:		Approval date: