



**STOREKEEPER/BUYER**

Regular Full-time

17-U149

Web Site: [tol.ca](http://tol.ca)

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*Join a “Community of Communities” – the Township of Langley, home to approximately 120,000 residents, is committed to providing progressive business, housing, and recreational opportunities, while balancing its unique mix of urban growth and rural beauty. A truly fun and beautiful place to work, the Township of Langley offers competitive salaries; excellent benefit packages; municipal pension plan; employee wellness programs; and, opportunities for professional development and career growth.*

The Township of Langley is currently recruiting for a regular full-time **Storekeeper/Buyer** to join our team of professionals in the Finance Division; Purchasing and Stores Department.

Reporting to the Manager, Purchasing Services, you will be responsible in this unionized position for receiving and issuing a variety of supplies, materials, tools and equipment; including operating a forklift. You will maintain adequate stock levels according to known or anticipated demands; receive, check, store and issue a variety of supplies, tools and materials; while maintaining and processing records such as procurement card statements, requisitions and purchase orders; maintaining computerized inventory records; performing physical inventory counts; and maintaining stores facilities in a clean, orderly, secure and safe condition. You will receive or prepare requisition for purchase of non-inventoried goods, materials, supplies and equipment or prepare orders for inventoried goods for a municipal stores facility; checking completeness and accuracy of requisitions; contacting suppliers for information, pricing and availability of supplies; issuing purchase orders according to established procedures; and negotiating with suppliers for return of obsolete stock as required. You will also provide information to staff concerning non-inventory and inventory items, materials and equipment availability as well as prices, purchasing procedures, and related matters. You will enter updates and retrieve maintenance management system data; code invoices from outside suppliers for materials, supplies and services and forward for approval; storing and handling hazardous materials in accordance with statutory requirements.

Your education will include completion of Grade 12 supplemented by courses in purchasing, inventory and/or stores, plus sound related experience; OR an equivalent combination of training and experience. You will have considerable knowledge of municipal purchasing and stores operational practices, procedures and policies, including matters pertaining to inventory management; sound knowledge of source, types, quantities and prices of supplies, materials, tools, equipment and services required by the municipality; knowledge of computerized inventory control systems; knowledge of WHMIS regulations as well as have sufficient physical strength and agility in order to perform the work.

In order to be considered for this position, candidates must have the following valid and current certifications / licenses (must be valid at the time the posting closes) and these **must** be attached with your application. **Applications without the attached required documents below will be deemed incomplete and will not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply:**

- Forklift Operators Certificate
- BC Class 5 (full-privilege) driver’s license or equivalent driver’s license for where you reside. You must upload a current **Driver’s Abstract (select the 5 years’ option if obtaining online)** that has been obtained within 6 months of the closing date below with your application. To obtain a copy of your **Driver’s Abstract**, please contact ICBC directly or the driving authority where you reside. Copies or pictures of your driver’s license will **not** be accepted.

The CUPE rate of pay for this position is \$28.59 - \$33.62 per hour (5 steps, 2017 rates); \$29.16 - \$34.29 per hour (5 steps, 2018 rates), plus benefits. The hours of work are Monday to Friday 8:00am – 4:30pm.

If you wish to pursue this exciting career in a growing community, please visit [tol.ca/careers](http://tol.ca/careers) to apply.

The closing date for this competition is by **4:30pm Wednesday, December 6, 2017.**

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*