



## Employment Opportunity

### Asset Inventory Clerk

#### DESCRIPTION:

We are looking for a detail-oriented, hard-working Inventory Clerk to join our team.

An Inventory Clerk's responsibilities include managing all the parts or products, including recording new items in their stock room(s). They track each item as it enters the establishment through records of what's been sold and where those goods go.

Ultimately, you will be responsible for the inventory of all supplies and products that come in or leave the facility.

#### QUALIFICATIONS:

- Proven work experience as an Inventory Clerk or similar role
- Prior experience in the warehouse environment
- Excellent math and analytical skills
- Excellent communication and interpersonal skills
- Ability to work extended hours.
- Forklift experience beneficial
- High school diploma or equivalent preferred
- Proficiency in Microsoft Office and other software used throughout the organization.
- Excellent written and verbal communication skills for collaborating with other team members
- Analytical in nature, particularly in financial analysis
- Ability to work extended hours as needed, including weekends or evenings.
- Strong organizational skills and attention to detail  
Accurate typing skills

#### ESSENTIAL DUTIES:

- Maintaining and updating records
- Counting materials, equipment, merchandise or supplies in stock.
- Reporting discrepancies between physical counts and computer records
- Distributing or stocking merchandise
- Receive and inventory stock.
- Other various tasks as assigned.

**Hours:** The successful applicant will be hired on an, as needed basis.

**Interview Process:**

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check

Application Deadline: Open until filled.

**How to Apply:**

Please email your resume and cover letter to [hr@ulkatcho.ca](mailto:hr@ulkatcho.ca). Please include “**Asset Inventory Clerk**” in the subject line. Or drop off at the reception counter at the band office.