

Employment Opportunity – Selkirk First Nation

Position:	Warehouse Coordinator
Salary:	\$26.40 -\$31.70 per hour depending on experience
Department:	Capital
Status:	Permanent Full-time
Closing Date:	October 25, 2018

Job Summary

Reporting to the Director of Capital Works, the successful candidate shall be responsible for all aspects of functioning in the Capital warehouse. This challenging position requires a person who is bondable and one who is able to work primarily on their own and in an area that is separate from the rest of the SFN administration. The incumbent shall be responsible for general maintenance of the building as well as ongoing maintenance of all commodities/equipment belonging to the Capital Department that is stored in the warehouse facility. Additional related and mandatory functions of the position are the provision of effective inventory control and clear documentation of all activities within the facility. On occasion the incumbent may be directed to assist in project delivery, including coordinating the expediting of supply runs, providing support by participating on supply runs and supervising safety procedures during supply runs.

i. Education and Experience:

- Grade 10 Academic or Upgrading
- Successful completion of First Aid/CPR, TDG, WHIMIS, and any other identified safety tickets
- Small engines repair course work

ii. Job Knowledge, Skills and Abilities:

- Knowledge of some clerical operations, procedures and administrative functions
- Computer knowledge and/or a willingness to advance those skills
- Some word processing abilities
- Knowledge of inventory control
- Knowledge of safety procedures
- ability to identify/diagnose any issues/concerns with all equipment stored in the warehouse facility
- Ability to enforce equipment and fleet vehicle usage policy and agreements, occasionally having to read out the policy and agreements to ensure terms and conditions are understood by all parties

Conditions of Employment:

- Class 5 Yukon Driver's license
- Criminal record check
- Driver's abstract
- Oath of Confidentiality
- Oath of Intoxicants

For additional information, please contact Darcy Marcotte, Director of Capital.

Submit resumes/applications to Reception