



GREATER SUDBURY POLICE SERVICE

Invites applications for the position of Part-Time – EQUIPMENT AND SUPPLIES SERVICES ASSISTANT

(Monday- Friday, Dayshift)

Rates as per the Sudbury Police Civilian Association:

Training Wage-\$20.21

Year 1-\$23.78

Year 2-\$24.18

Year 3-\$25.51

Year 4- \$27.01

Year 5-\$31.77

This position requires on the job training. Applicants are required to be available for full time hours during the training period.

Under the direction of the Procurement Supervisor, the Equipment and Supplies Services Assistant is primarily responsible for maintaining adequate inventory of equipment and supplies and with supporting the day-to-day operations of the Branch.

Duties:

Equipment and Supplies Services

- Receive online uniform and equipment requisitions.
- Maintain inventory and issue office supplies and uniform equipment.
- Make note of any substitutions, alternations, damages, or incorrect orders.
- Conclude requisitions issued to members and update database.
- Shipping/receiving duties and recording entries of courier items.
- Liaise with Equipment and Supplies Coordinator to ensure accuracy of orders.
- Notify departments and officers of supplies and/or equipment for pick up.
- Arrange for the purchase of footwear, nametags and paper orders.
- Monitor Diabetic/Prisoner Meal Cupboard, ensuring an adequate supply is available.
- Collect weekly shredding bins at Headquarters and monitor Shredding employees while function is performed.

Clerical Support

- Accurately and efficiently perform office duties such as keyboarding, photocopying, filing, processing mail, and answering phones.
- Competently use computer and related software, fax machine, photocopier and other office equipment to effectively perform duties as required.
- Prepare correspondence, documents and other material as required.
- Maintain all body armour related information in a spreadsheet.
- Track Taser serial numbers, purchase dates, and repair requests.
- Request and/or source MSDS documents for organization and maintain binders and online resources.
- Track all controlled items and store appropriately as required by Procedures and MSDS sheets.
- Perform maintenance of all Equipment and Supplies Services documents and files.

Applicants must meet the following minimum requirements:

- Successful completion of Secondary School (Grade 12) or equivalent.
- Proven ability in software applications such as Windows, Microsoft Excel and Word, and Adobe Acrobat.
- Must possess Keyboarding skills.
- Must be physically capable of lifting, moving, carrying and placing heavy, large or awkward items up to 50 pounds; including shipment boxes of varying weights and furniture items. The position is active and requires standing, walking, pushing, pulling, squatting, bending, use of carts, dollies, and other equipment to move items.
- Must possess a valid Ontario Class G Driver's License with good driving abstract.

Assets:

- Previous experience in shipping and receiving.
- Bilingualism (English/French).
- Previous experience using inventory related systems and databases.

Skills:

- Strong interpersonal, oral, and written communication skills.
- Demonstrated customer service and organizational skills.
- Ability to compile and disseminate information in a suitable fashion.
- Must be self-motivated and possess the ability to work with minimum supervision.
- Ability to maintain accuracy with a large volume of work.
- Ability to work under pressure to meet deadlines.

Appropriate accommodations will be provided upon request throughout the hiring process as required under the Greater Sudbury Police Services Employment Accommodation Policy and the Accessibility for Ontarians with Disabilities Act (AODA).

The selection process will reflect the dedication of the Greater Sudbury Police Service to the principles of Equal Opportunity.

We thank all Applicants; however only those selected for an interview will be contacted.

Please submit a cover letter and resume relating your knowledge, skills and experience to the qualifications listed in this posting. Completion of an Application for the position of Equipment and Supplies Assistant is required.

Submit applications by e-mail to GSPS.HR@gspss.ca or by mail to:

Greater Sudbury Police Service
Attention: Human Resources Branch
190 Brady St. Sudbury, Ontario P3E 1C7

Application Deadline: Tuesday, May 11th 2021 at 0800hrs