



Labrador-Grenfell  
Health

Revised: Nov 29, 2021

**Storekeeper I**  
**Temporary Call In**  
**Location: St. Anthony, NL**

The primary purpose of this position is to perform Storekeeper duties in the Materials Management department. This position will report directly to the Director of Materials Management and Contract Services or his designate. **Note: Seniority will accumulate under the Housekeeping, Dietary, Operational and Maintenance and Laundry department on a go forward.**

**Qualifications:**

- ✓ Graduation from High School or equivalent;
- ✓ Certificate in Transportation of Dangerous Goods preferred or willing to obtain upon appointment;
- ✓ Knowledge of Storekeeping methods and procedures used in the receipt, storage and the issue of various goods used within the LG Health Region;
- ✓ Ability to work and assist in the operation of a storeroom with some independence;
- ✓ Must be able to lift and handle boxes and materials weighing up to 50 lbs;
- ✓ The successful applicant will be required to submit a satisfactory certificate of conduct.

**Duties and Responsibilities:** (Include but not limited to)

- ✓ Receives and ships stock;
- ✓ Stocks shelves;
- ✓ Participates in stock distribution;
- ✓ Posts to the inventory system;
- ✓ Participates in filing in stores;
- ✓ Maintains a tidy storeroom;
- ✓ Sorts, delivers and stamps mail as required;
- ✓ Responsible for the receipt and shipping of dangerous goods;
- ✓ Issues POs when required;
- ✓ Files in purchasing and stores;
- ✓ Researches vendors;
- ✓ Checks requisitions for authorizations and account codes;
- ✓ Liaises with vendors;
- ✓ Performs other related duties as assigned by his\her supervisor in the Materials Management Department.

**Salary:**

- ✓ CG-24 of the NAPE-HS salary scales; \$21.33 - \$23.49 per hour.

**Hours of Work:**

- ✓ Variable shifts.

Interested applicants please submit resume, stating competition number **20210002005**, to:

Human Resources  
Labrador Grenfell Regional Health Authority  
1700 Nichols-Adam Highway  
Tele: (709) 285-8208 Fax: (709) 944-9341  
Email: [hr@lghealth.ca](mailto:hr@lghealth.ca)

Posting Date: April 26, 2021  
Closing Date: Open Until Filled  
**Cc: Nape HS**

cc: NAPE-HS

