Stores and Inventory Assistant

This is a summer position that goes from May 2 - August 27, 2011

Duties

1. Prepare pharmaceutical teaching labs for fall classes: Working from supply lists provided by instructors, ensure restocking of pharmaceutical teaching labs in preparation for fall classes; stock in-lab supplies and chemicals; decant and label chemicals; prepare solutions
2. Renew time-sensitive MSDS sheets to comply with safety regulations: MSDS sheets for every chemical in the Faculty inventory must be renewed every three years. Working from existing inventory records, the technician will locate the most current MSDS sheet for each chemical. This will involve searching the internet and corresponding with multiple suppliers. The most recurrent sheet must be entered into the Faculty computer system and filed in the Stores files.
3. Inventory chemicals in each teaching and research lab
4. Expedites sales and special orders for laboratories
5. Receives goods including checks shipments for accuracy, rotates stock, organizes and puts stock away
6. Check Stores inventory, restock as required and update computer records: Deal with multiple suppliers and Supply Management Services
7. Provides back-up support to Stores Manger during absences
8. Other related duties as required

Qualifications

High school diploma (supplemented by post-secondary education in pharmacy an asset)

Familiarity with technical and scientific terminology an asset

Be attentive to detail and accuracy

Proficient in MS office applications (Word, Excel)

Wage

$13-$15 per hour

Send resume to: mmaccagno@pharmacy.ualberta.ca