

PLEASE POST

The **Eastern Townships School Board** is seeking candidates
for the following position

STOREKEEPER PRINCIPAL CLASS BROME MISSISQUOI CAMPUS (Cowansville)

NATURE OF THE WORK

The principal and customary work of an employee in this class of employment consists in organizing, coordinating and monitoring the work performed by his or her team composed mainly of class I storekeepers.

In addition, he or she may be required to perform the duties of a class I storekeeper.

CHARACTERISTIC FUNCTIONS

The employee in this class of employment coordinates, distributes and verifies the work, gives his or her advice on the quality and ensures that deadlines are met; he or she provides employee orientation.

The employee works with his or her superiors to prepare budget estimates for the stores for which he or she is responsible as well as organizes and keeps a complete inventory. He or she participates in preparing current operating practices and procedures. He or she reports any irregularity observed to his or her superiors.

He or she makes suggestions and recommendations designed to improve the operations for which he or she is responsible.

Using an appropriate program, the employee may be required to enter into a computer data related to the duties he or she performs.

If need be, he or she performs any other related duty.

REQUIRED QUALIFICATIONS

Schooling and experience

Hold a Diploma of Vocational Studies in an appropriate specialty for the class of employment, a Secondary School Diploma or a diploma or an attestation of studies recognized as equivalent by the competent authority, and have six (6) years of pertinent experience.

OTHER REQUIREMENTS

- Be able to provide excellent customer service to other staff members, as well as to students, in both English and French.
- Having a basic knowledge of mechanics, welding and tools will be considered an important asset.
- Ability to use a maintenance management program. Knowledge of the *Interal* system will be considered a strong asset.
- Be meticulous, organized and rigorous in the management of their tasks.

SUPERVISOR: Center Director
SCHEDULE: 35 hours per week
STARTING DATE: As soon as possible
SALARY: \$22.81 - \$27.10/hr.

Please send your application in writing by 2:00 p.m. on September 28, 2023, to:

hr@etsb.qc.ca

Human Resources Department
340, Saint-Jean-Bosco
Magog, QC J1X 1K9
FAX: (819) 868-3821

Equal opportunity for all