



1640 Threshold Drive  
Abbotsford Airport  
Abbotsford, BC V2T 6H5  
Tel: 604.557.9690  
Fax: 604.557.9691

## POSITION DESCRIPTION

Stores Clerk

**JOB TITLE:** Stores Clerk

**REPORTS TO:** Materials Manager

### JOB SUMMARY:

Reporting to the Materials Manager, the Stores Clerk will accurately account for all movements of all items in and out of the warehouse (Shipping/Receiving) within the Helitech Support Services Maintenance Procedures Manual and such other applicable Company policies and procedures.

### MAJOR RESPONSIBILITIES:

- Catalogue or label items with storage details
- Complete orders by selecting goods from shelves and checking them off appropriate lists
- Count and record the number of items in store during stocktaking
- Restock items not required
- Shipping/Receiving parts utilizing local, domestic, and international shipping companies

### ACCOUNTABILITIES:

- Contribute to the ongoing improvement of shipping/receiving and the overhaul stores process
- Maintain the high morale and sense of shared direction of the Company
- Project a positive image of your work and Company
- A sense of ownership
- Ongoing personal and professional growth

### JOB REQUIREMENTS:

- Organized and detail oriented with proven accuracy and ability to multitask
- Strong customer service orientation
- Previous warehouse experience preferred
- Computer literate
- Dangerous goods and WHMIS training preferred but not required

Helitech Support Services offers an attractive benefits package, additional company perks, and a competitive salary. Please visit our website [www.helitechss.com/careers](http://www.helitechss.com/careers) for more information.

***To apply for this position please submit your resume and contact information to [jobs@helitechss.com](mailto:jobs@helitechss.com) quoting the Job Title in the Subject line.***