



Welcome Centre Inventory Assistant

The Welcome Centre has existing storage units for office supplies and materials. With the support of the Welcome Centre's Senior Administrative Assistant, the Welcome Centre Inventory Assistant seeks to organize and maintain identified storage areas in order to ensure that resources are consistently available and replenished on an on-going basis.

Volunteer Duties and Responsibilities

Volunteers are to:

- Assist the Welcome Centre staff with creating an inventory list to organize, count and track items; compile and maintain records of quantity, type, and value of materials, equipment, merchandise and supplies
- Verify that physical count of stock is reflected in the inventory list, prepare report of shortages and inform appropriate Welcome Centre staff
- Assist the Welcome Centre staff to maintain a schedule of dates to place supply orders, stock all materials and office supplies
- Check product codes, service tags and identify discrepancies as well as keep a record of all findings

Qualifications

- Excellent organizational skills, must be detail-oriented and be able to work with minimum supervision
- Effective administrative and clerical skills in order to accomplish recording responsibilities
- Ability to record information in the computer as well as monitor all equipment/supplies
- Maintain accuracy of all records and ensure authenticity of all inventory related information
- Prepare status reports and perform physical inventory counts and maintain record of shortages

- Excellent customer service skills, proficiency in speaking and understanding English
- Demonstrated interpersonal communication and computer proficiency with MS Office
- Well-groomed appearance and appropriate business casual clothing