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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Clerical

**Class Series:** Purchasing

**Grid:** 21

**Class Title:** Inventory Analyst

### **I. Level Definition**

Positions at this level develop, implement and maintain systems to control and provide information regarding inventory content and levels.

### **II. Typical Duties**

1. Controls inventory content and levels of a variety of materials and supplies by reviewing reports such as stock usage and stock status reports, conferring with user departments regarding requirements, determining items no longer in demand and establishing and/or revising optimum reorder points and quantities.
2. Reviews non-inventory purchases and recommends addition of items to inventory.
3. Audits inventory levels by conducting regular and spot physical checks and comparing actual to recorded inventory levels; investigates discrepancies and refers problems to supervisor.
4. Establishes and maintains stock control systems and procedures by conferring with a variety of sources such as data processing and user departments, designing/revising a variety of forms such as requisition, purchase order and electronic forms and establishing security measures such as counter-signatures; establishes and maintains an inventory catalogue system by preparing descriptions of items, assigning stock numbers, removing obsolete and adding new items.
5. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12 and four years' recent related experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.