**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: ASSET MANAGEMENT CLERK**

**Immediate Supervisor: PROCUREMENT MANAGER**

**Core Function:**

The Asset Management Clerk is responsible for tracking, inventory, storage, and distribution of school division assets. The asset management clerk is responsible for receipting, storage and distribution of textbooks (elementary and secondary), centrally loaned curriculum resources and assessment for learning forms.

**Duties and Responsibilities:**

1. Inventory and track school division assets through spreadsheets/databases;
2. Coordinate delivery and storage of used assets to division locations;
3. Coordinate the disposal of assets based on administrative procedures and established processes;
4. Examines, counts and sorts incoming materials and verifies receipt of items on purchase orders, requisitions or invoices;
5. Barcodes books and enters textbook information into a computer database using the library software program;
6. Assists with the receipt and distribution of bulk mail throughout Central Office;
7. Operates pallet truck, conveyor belt, wheeler or flatbed carts to move boxes and items to processing, storage and shipping areas.

1. Receives, sorts and distributes bulk-mail to various departments throughout Central Office.
2. Determines the suitability of textbooks to be rebound;
3. Receives, sorts, ships and bills customers and staff for cost recovery items while maintaining stock limits;
4. Works closely with mail room staff and system delivery drivers to ensure the timely pickup and delivery of centrally loaned resources;

1. Provides back up support for mail room duties such as opening & packing of mail bags, sorting mail, metering mail, shipping & receiving courier shipments, sorting, shipping & receiving Canada Post, etc.
2. Performs such other duties as may be required to meet organizational deadlines and objectives.

**Qualifications:**

1. Grade 12 or equivalent;
2. Computer experience in databases and Microsoft Excel is required;
3. Familiarity with Destiny Textbook Manager Software and shipping software (i.e. Canada Post) is considered an asset.
4. Must be physically fit and able to lift boxes weighing up to 22 kgs on a regular basis. This includes textbooks, phys. ed equipment bags, curriculum material kits, mail bags and bulk mail parcels, etc.
5. Good communication and problem-solving skills.
6. One year of related experience is preferred.

August 2019