



# POZITIVE PATHWAYS

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COMMUNITY SERVICES  
511 PELISSIER STREET  
WINDSOR, ON N9A 4L2

**Company:** Pozitive Pathways Community Services (PPCS)

**Location:** Windsor, Ontario

**Job Title:** Inventory Management Clerk

**Type:** Volunteer

The Needle Syringe Program (NSP) Inventory Management Clerk will contribute to the program's goals of reducing the incidence of Hepatitis C (HCV) and HIV transmission amongst Persons who Use Drugs (PUDs). This will be accomplished by working as a member of the NSP team to implement an inventory management system. The system will allow the department to ensure a continuous supply of materials to fulfill orders and prevent both over-stocking and under-stocking of inventory.

## **JOB SPECIFIC DUTIES:**

- Research different inventory management systems and determine the one that would best suit the department needs. The system should be user friendly and flexible.
- Perform physical count of current inventory.
- Determine re-order baseline.
- Develop re-stocking process.
- Implement the inventory management system.
- Train the NSP team and other PPCS staff on how to use the system.
- Adhere to current Pozitive Pathways policies and procedures.

## **WE WANT TO HEAR FROM YOU IF YOU:**

- Have a good to in-depth understanding of inventory management or an appetite to learn.
- Can lift weights of 40lbs or less.
- Are reliable and accountable.
- Have a clear sense of professional boundaries.
- Are self-directed and able to take initiative.
- Are able to work with and be inclusive of diverse populations and groups.
- 18+ years of age.

**HOURS/WAGE:** 7 hours per week until implementation

If you're interested in applying for this position, submit your resume using the application below.