



Tehsakit'sen:tha

Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-3930 Fax: (450) 638-4634

www.kmhc.ca

Internal/External Job Opportunity

Kateri Memorial Hospital Centre is located in the vibrant Mohawk Territory of Kahnawake. We have a 73-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:'a (people) and providing quality health and preventative care services.

POSITION	Inventory Storeroom Clerk Determinate Full-Time Contract (35 hours per week) Contract End Date: March 31, 2027
JOB SUMMARY	The Inventory Storeroom Clerk directs requisitions, receives and stores inventory supplies for Kateri Memorial Hospital Centre (KMHC) utilizing the Material Management Software (MMS). The Inventory Storeroom Clerk is responsible to assist in maintaining the KMHC inventory storeroom.
REQUIREMENTS	Certificate in Business Administration/Accounting OR High School Diploma plus job-related experience with relevant training
SALARY	In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 5141, Group 532: Echelon 1: \$25.42 to Echelon 5: \$27.65 per hour, depending on experience
DEADLINE	Friday, August 14, 2026
APPLICATIONS	<u>Please submit a complete application package which includes:</u> ✓ Completed Application Form ✓ Resume ✓ Letter of Intent ✓ Proof of Educational Requirements <u>You can find the following documents on www.kmhc.ca/careers:</u> ➤ Job Description ➤ Application Form

Submit applications to:

kmhc.hr.kahnawake@ssss.gouv.qc.ca

Please note that preference will be given to Indigenous candidates.

Incomplete submission packages will not be considered.

****Only selected candidates will be contacted.***

Posted: July 31, 2026



TITLE:	Inventory Storeroom Clerk Group 532 Code 5141
DEPARTMENT:	Finance
SUPERVISOR:	Manager of Finance
STATUS:	Determinate Full-Time
EFFECTIVE DATE:	March 2026
REVISION DATE:	

JOB SUMMARY

The Inventory Storeroom Clerk directs requisitions, receives and stores inventory supplies for Kateri Memorial Hospital Centre (KMHC) utilizing the Material Management Software (MMS). The Inventory Storeroom Clerk is responsible to assist in maintaining the KMHC inventory storeroom.

RESPONSIBILITIES

- Ensures that all departments have adequate supplies to meet their needs and specifications
- Keeps accurate records of each department's supply activities
- Provides support to all KMHC departments in the purchasing process
- Complies with and abides by all KMHC's Policies and Procedures
- Keeps accurate inventory in the MMS
- Has attitudes and behaviors which assure the provision of safe care and services
- Is vigilant and takes responsibility to ensure a safe environment for all
- Declares all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises

DUTIES

- Receives, and verifies supplies within MMS
- Maintains an inventory of supplies and verifies quantities on random audit within MMS
- Restocks and stores all supplies according to departmental requirements
- Prepares and maintains procurement records on items or services purchased, costs, delivery, purchase orders, product quality or performance, reliability of services and inventories
- Conducts a physical inventory count as per perpetual calendar
- Ensure departments receive their requisitioned supplies and equipment that has been processed through MMS
- Attends training, workshops and conferences for professional development as agreed to by the manager
- Assists in the creation of policies and procedures
- Train and assists staff and management to operate MMS
- Ensures process is followed for the purging of expired products and disposal of obsolete equipment

- Assists in the implementation of modules within the MMS system
- Assists in the creation of a fixed asset database
- Receives goods and equipment delivered to KMHC
- Ensures invoicing and packing slips are submitted to relevant purchasers within KMHC
- Informs relevant parties regarding discrepancies with deliveries
- Maintains his/her immediate workspace
- Replaces Purchasing Officer as needed
- Perform other job duties as assigned
- Ensures process is followed for the purging of expired products and disposal of obsolete equipment
- Responds in accordance with the KMHC Emergency Response Plan
- Demonstrated ability to communicate effectively with Indigenous people, including sound knowledge and understanding of issues impacting mental, emotional, physical and spiritual health in contemporary society
- The commitment to learn about Indigenous culture and language to better understand and serve the clients

EDUCATION/EXPERIENCE

- Certificate in Business Administration or Accounting OR
- High School Diploma plus job-related experience with relevant training

SKILLS AND REQUIREMENTS

- Strong computer skills
- Ability to analyze, and interpret general business periodicals, technical procedures or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information, written and verbal, and respond to questions from managers, employees and business representatives in a courteous manner
- Ability to calculate figures and amounts such as discounts, interest, and commissions, proportions, percentages, area, circumference and volume
- Ability to apply concepts of bookkeeping and accounting
- Ability to interpret and prepare reports
- Excellent written and oral communication skills
- Strong problem solving and analytical skills focused on decision making
- Strong time management
- Strong organizational skills
- Ability to work independently and in a team setting
- Strong understanding of a procurement cycle

Physical Demands:

The employee is to sit, stand, walk, talk or hear

The employee is required lift and/or move heavy supplies/equipment

The employee is required to use hands, fingers, handle or feel objects, tools, or controls

Specific vision abilities required by this job include close vision and ability to adjust focus

The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.

Incumbent

Date

Manager