

Competition #: 2024-63-PFR-60

Position: **Special Needs Equipment Clerk**, Provincial Services

Employment type: Permanent Position, Full-Time

Closing date: May 21, 2024

Duties and responsibilities:

Under the direction of the Special Needs Equipment Manager, the successful candidate will perform all office administration and customer service duties required for the efficient operation of the Special Needs Equipment depot in accordance with the policies and procedures established by SaskAbilities and the Saskatchewan Aids to Independent Living program.

Duties include:

- Provide excellent customer service to walk-in clients.
- Perform retail sales functions including customer transactions and cash counts, maintain a balanced float and prepare sales reports.
- Verify that incoming documentation includes all required information to process and provide loan equipment.
- Communicate with clients and caregivers, health care professionals and the public regarding general program information, scheduling of repair appointments, clarifying requisition details, coordinating equipment pick-up and return.
- Ensure all equipment is clean, in good condition, and properly identified prior to issue to clients.
- Accurately perform data entry of documentation including entry of requisition forms, repair work orders, equipment loans and returns.
- Assist with the coordination of delivery of equipment to clients and various health care facilities.
- Other duties as assigned.

Qualifications:

Education:

- Grade 12 or equivalent
- Business school certificate/diploma is an asset

Skills:

- Basic knowledge with retail sales transactions, preparing and balancing bank deposits.
- Strong interpersonal and communication (written/verbal) skills, problem solving skills and attention to detail.
- Strong customer service skills to deal with challenging and emotional clients.
- Strong working knowledge of Microsoft Office programs and familiarity with the use of database programs.

Final Candidates are required to provide satisfactory criminal record check.

Compensation: Pay Class 12 (range of \$19.89 to \$24.30 per hour) plus benefit package

When applying please include competition number 2024-63-PFR-60 in the email subject line.

Submit resume, cover letter and references to:

Mail: Trevor Mather, Special Needs Equipment Manager
SaskAbilities, Provincial Services
2310 Louise Ave Saskatoon, SK S7J 2C7

Phone: (306) 385-7205 Fax: (306) 955-2162

Email: careers@saskabilities.ca - please indicate position applied for in your email subject line and include all documentation in a single attachment

For position-specific questions, please contact the above. Only those candidates selected for interviews will be contacted.