

# JOB DESCRIPTION

## Benchmark Job #223

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Ministry: Finance and Corporate Relations  
Branch: Product Sales and Services, Office Products Centre  
Location: Victoria

Working Title: **Stockworker**  
Level: Range 9  
Classification: Stockworker

### PRIMARY FUNCTION

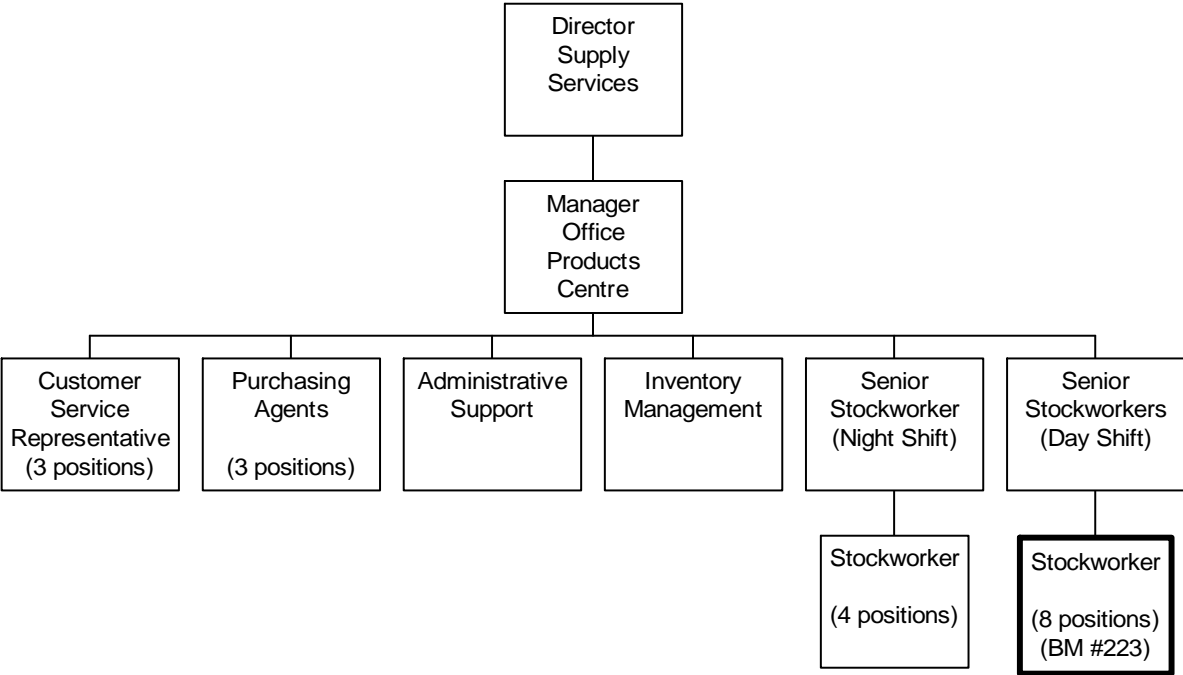
To receive, record, store, ship and secure print material and office products in a warehouse.

### JOB DUTIES AND TASKS

1. Receives and processes material into the warehouse
  - a. checks quantity received against attached waybill, records shortages, damages or other discrepancies and completes related documentation
  - b. unloads shipments using forklift and pallet jacks and places incoming product in storage area
  - c. checks packing slips against purchase documents for differences in stock identification, product quality and quantity ordered and enters shipment details into automated inventory system on computer
  - d. processes packing slips and stock receipts to initiate payment of suppliers
  - e. checks back orders and separates sufficient incoming stock to fill back orders
  - f. completes weekly supplier performance reports
  - g. files incomplete purchase orders and fills when back order arrives
  - h. ensures that stock levels are maintained by entering shipments, returns and losses into computer inventory system
  - i. reports inventory discrepancies to supervisor
2. Processes customer orders
  - a. batches and consolidates customer orders
  - b. locates, picks and packs goods and materials into containers and forwards container to shipping area for further processing
  - c. determines the most efficient mode of transportation according to volume, priority, destination, customer specifications and shipping costs and completes shipping documentation
3. Processes orders returned by customers
  - a. ensures that return order documentation is complete and checks against return order
  - b. completes inventory adjustment reports for return orders without documentation
  - c. records shortages or damage, determines whether a restocking charge should be levied and gives credit or exchange on returned or damaged stock
4. Performs other related duties
  - a. maintains clean and safe environment in the warehouse
  - b. responds to customer enquiries and redirects calls as required

ORGANIZATION CHART  
Benchmark Job #223

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## REASON FOR CLASSIFICATION

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Job Title: Stockworker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>            Know a variety of job functions and how they relate to warehouse receiving operations to receive, record, store, ship and secure print material and office products in a warehouse, use computer to enter data and locate stock items, give credit or exchange on returned or damaged stock.</p>	C	60
2	<p><b>MENTAL DEMANDS</b>            Judgement to recognize known differences and determine the priority of tasks to perform warehouse functions, receive material, process requisitions, enter data and locate stock, track lost shipments and stock items, and upgrade orders to rush status if appropriate.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b>            Tact required to obtain and verify information related to warehouse stock availability, refunds or tracking of shipments from customers and public.</p>	B	20
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>            Moderate coordination and dexterity required to operate forklift to move material in a warehouse.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>            Guided by specific procedures, using written instructions, changes the order of completion to meet immediate requests or demands in performing several functions to receive, record, ship, store and secure office inventory in a warehouse, use computer terminal to locate stock items, give credit or exchange on returned stock and batch stock orders for picking.</p>	B	30
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>            Some financial responsibility to sign to give credit or refunds for returned stock.</p>	C	15
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>            Moderate responsibility to operate forklift and pallet mover to store and move office product inventory in a warehouse.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to operate a forklift in a warehouse where others are exposed.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on computer screen to track and locate stock.	C	12
11	<b>PHYSICAL EFFORT</b> Heavy physical effort to regularly push and pull heavy loaded freight dollies and pallets.	E	24
12	<b>SURROUNDINGS</b> Exposure to noise from machinery in warehouse frequently.	B	4
13	<b>HAZARDS</b> Moderate exposure to hazards from frequently working near moving equipment.	C	6

**Total Points: 281**

**Level: Range 9**