



The **Manitoba First Nations Police Service (MFNPS)** is seeking applicants for the position of:

**Position:**

**Inventory Clerk**

**Reports to:**

Manager of Corporate Services

**Accountable to:**

Chief of Police

**Location:**

Headquarters, Brandon

**Hours:**

Full-time

The Manitoba First Nations Police Service is seeking a highly organized and detail-oriented Inventory Clerk to manage the procurement, storage, and distribution of goods and equipment. The Inventory Clerk will be responsible for maintaining accurate inventory records, ensuring the availability of essential supplies, and supporting the operational needs of the police service. This role requires a professional with experience in purchasing, procurement, inventory management, and logistics.

## QUALIFICATIONS

- Proven experience in purchasing, procurement, storekeeping, and inventory management.
- Strong organizational and multitasking skills.
- Excellent attention to detail and accuracy.
- Proficiency in using electronic records management systems.
- Knowledge of product specifications and industry standards, particularly in the context of police equipment and supplies.
- Strong negotiation and communication skills.
- Ability to work independently and as part of a team.

### Preferred Qualifications:

- Experience in a law enforcement or public safety environment.
- Certification and/or experience in procurement, logistics, or a related field.

### Duties:

#### Procurement of Goods:

- Source and purchase goods, including police equipment, evidence handling materials, stationery and sundries, training aids, firearms, ammunition, police intervention options, kit and clothing, and personal protective equipment.
- Negotiate with suppliers to secure the best prices and delivery terms.
- Ensure all purchases comply with organizational policies and procedures

#### Inventory Management:

- Maintain an accurate and up-to-date inventory of all items using an electronic records management system.

**Serve.  
Protect.  
Respect.**

Office: **204-856-5370**  
Fax: **204-856-5389**

60132-A Highway 10  
Brandon, MB R7A 5Y5

**mfnp.ca**

- Conduct regular inventory audits to verify stock levels and ensure accuracy.
- Monitor inventory levels and reorder supplies as needed to prevent shortages.
- Organize and store items in a manner that ensures easy accessibility and efficient use of space.

#### **Records Management:**

- Maintain detailed records of all transactions, including purchases, receipts, and disbursements.
- Generate inventory reports and provide data analysis to support decision-making.
- Ensure compliance with all relevant regulations and policies regarding the handling and storage of police equipment and materials.

#### **Logistics:**

- Coordinate the receipt, inspection, and distribution of goods.
- Manage the storage and disposal of obsolete or damaged items.
- Ensure the secure and proper handling of sensitive items such as firearms and ammunition.

#### **Organizational Support:**

- Provide logistical support for training sessions and other events.
- Collaborate with various departments to understand and fulfill their inventory needs.
- Assist in the development and implementation of inventory management policies and procedures.

#### **Salary & Benefits:**

MFNPS offers competitive salary and benefits. Salaries are commensurate with skills and qualifications. Salary Range: \$41,842 - \$46,226. Health benefits package and registered pension plan are mandatory for all staff and will be in effect during the term of your employment. There is a 90-day waiting period.

#### **Other requirements:**

A thorough background check will be completed prior to start date A valid Class 5 Drivers License is required

#### **Deadline for Applications:**

February 12, 2026 13:00hrs

A complete application package should include:

Cover letter, Resume, a written letter of reference, and Valid Class 5 Manitoba Driver's License. Please forward the necessary documents to:

**Human Resource Generalist**  
**c/o Jody Bone**  
Manitoba First Nations Police Service  
60132-A Highway 10 Brandon, MB R7A 5Y5  
Fax: (204) 856-5389, Email: [humanresources@mfpnp.ca](mailto:humanresources@mfpnp.ca)

***MFNPS appreciates the interest of all applicants: only those who receive an interview will be contacted. As an Indigenous employer we encourage First Nation, Inuit and Metis applicants to apply.***