



Selection process number 046-RL-17-26
Position number 3182-RL-154-F



Stock Clerk

The Stock Clerk supports warehouse and supply operations by receiving, storing, organizing, and issuing supplies in support of Task Force Latvia (TFL) activities. The position ensures inventory is accurately tracked, properly stored, and readily available to meet operational requirements. Through effective stock management and attention to detail, the Stock Clerk contributes directly to operational readiness and sustainment.

Branch/Unit:	TFL - NSE
Location:	Eften Logistics Berģi, Latvia <i>This position is NOT remote and your presence at the office is required.</i>
Job title:	Common Services Clerk – Stock Clerk
Classification:	LE-A1
Deadline to apply:	Register in the RCPO Inventory before 15 October 2026, 23:59 (Latvia time).
Positions to be filled:	One (1) <i>A candidate pool of qualified candidates may be created following the interviews.</i>
Work week hours:	37.5 (full-time) <i>This position is intended to be staffed on a full-time basis. However, part-time employment may be considered for the successful candidate, subject to operational requirements and management approval.</i>
Starting Salary (step 1, gross)	€1,834.63 EUR
Salary Growth (step 8/end step, gross)	€2,439.13 EUR
Special Allowances	Special allowance for commuting and location specific pay is currently available to these positions.
Language Requirement:	Fluent English
Proposed start date:	Immediate



Essential Qualifications

**Must be clearly demonstrated in your CV and/or cover letter.*

Education

- Completion of secondary/high school diploma OR relevant professional experience, usually gained over two years, providing administrative support in an office environment.

Experience

- Experience using Microsoft Office applications (e.g. Excel, PowerPoint, Word and/or Outlook) or equivalent. Equivalent office applications are defined as Google: Sheets, Slides and Docs OR Apple: Numbers, Keynote and Pages

Essential Skills and Abilities

**To be assessed at a later stage.*

1. Client service orientation
2. Reliability
3. Attention to detail
4. Discretion
5. Flexibility
6. Teamwork
7. Ability to communicate effectively orally and in writing in English

Asset Qualifications

**Meeting all asset qualifications is not required; however, if applicable, they should be included in your application.*

- Experience providing client or customer service/support in an office or service delivery environment.
- Experience interpreting and applying policies, procedures, directives, or legislation in support of a program or service.
- Experience providing administrative or financial support services in an office environment (including any of the following tasks: data entry, maintaining electronic records, filing, processing documents/forms, managing diaries/agendas etc, responding to emails etc.)
- Ability to communicate orally and/or in writing in one or more of the following languages: Latvian, Lithuanian, Estonian, Polish, or Czech



Operational & Organizational Requirements

- Hours of work are normally daytime, weekday hours comprising of 37.5 hours per week, however these may be subject to occasional variation in line with business requirements
- Depending on location, access to facilities may vary.
- For operational or unforeseen business reasons, employees must be willing and able to work from home, if requested to do so by their supervisor. However, this position is office-based and is not a remote position.
- Willingness and ability to complete mandatory education/training relevant to the position and maintain the relevant certification throughout the duration of employment.

Conditions of Employment

- While the Canadian Armed Forces will coordinate the security clearance process, the successful candidate must be eligible to obtain a Reliability Status.

Additional Information

This position is open to Dependents (LEE) who are registered on the RCPO Inventory and who meet all the NATO SOFA requirements to be eligible for employment as part of the Canadian 'civilian component'. This position is not open to Local Nationals.

Your application must include a valid email address, and you must ensure that this address is functional and always monitored and accepts messages from unknown users (some email systems block these types of email). It is the candidates' responsibility to inform us of a change of contact information during this selection process. Failure to respond in a prescribed timeframe may result in elimination from this process.

You may be assessed using one or more of the following tools: written exams, interview (pre-recorded video, Microsoft Teams or in-person), reference checking, and other assessment tools.

Your overall conduct and communications, including email correspondence and telephone calls, throughout the entire process may be used in the assessment of qualifications.

Achieving the pass mark on any of the assessments used does not mean you will move forward in the selection process. Management may decide to use a score that is higher than the pass mark on any of the evaluations used throughout the selection process.



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Appointments are based on merit, which is achieved when the person appointed meets the essential qualifications for the work to be performed, and consideration has been given to:

- ~ Any additional or desirable qualifications that are an asset to perform the work or for the organization, currently or in the future;
- ~ Any current or future operational requirements; and/or
- ~ Any current or future organizational needs.

Costs associated with assessment, obtaining documentation to achieve reliability status or relocation will not be paid for or reimbursed by the employer (i.e. travel or any other associated costs/fees).

Lateral transfers are possible within the organization, and these individuals will be given preference in the staffing process.

Only applications submitted in English or French will be considered.

Please ensure that you are fully registered on the RCPO Inventory BEFORE the deadline date of **15 October 2026, 23:59 (Latvia time). If you do not have an active RCPO Inventory registration, you can complete it here: [RCPO Inventory](#)**

After this deadline date, our team will review all fully completed RCPO Inventory (talent pool) registrations. Candidates who meet the following criteria will be invited to apply for the position:

1. Essential Education as per the Statement of Merit Criteria
2. Essential Language as per the Statement of Merit Criteria
3. Essential Experience as per the Statement of Merit Criteria

If you have any questions or concerns, please contact:

✉ CFSUERCPO-StaffingServices@forces.gc.ca