

JOB OPPORTUNITY

JOB TITLE: CASUAL STORES CLERK / MATERIALS HANDLER
JOB REF NO: 02-2018
DEPT: SUPPLY CHAIN
SITE: LAVERENDRYE GERNAL HOSPITAL, FORT FRANCES
UNION / NON: CUPE 4807

QUALIFICATIONS:

- A high school diploma or the equivalent is required. Business education is preferred
- Keyboarding and adding machine skills are required
- Experience/training in computer operation is preferred
- A valid Ontario drivers license (Class G) is required with at least five years safe driving experience (subject to verification by MTO) and which is acceptable to the present Corporation vehicle insurance carrier
- Must be insurable through Corporation's vehicle insurance carrier and must continue to maintain such insurability
- Ability to obtain Class 01, 02, 03, 07 motor vehicle insurance premiums with the Corporation's insurance, and maintain such classification
- Ability to effectively speak, read and write the English language
- Numerical ability to perform the arithmetic computations of addition, subtraction, multiplication and division
- Demonstrated ability to understand and apply Hospital storage and distribution procedures
- Good clerical aptitudes, accuracy and productivity
- Dependable, competent and continued ability to carry out responsibilities
- Demonstrated ability to understand and apply employer's storage and distribution procedures
- Co-operative and tactful with good interpersonal relationships
- Previous experience in a Materials Management Department is preferred.

RESPONSIBILITIES:

Stores Clerk

To receive, store, and accurately issue all items stored in inventory (stock), and to receive and accurately distribute direct purchase items (non stock); to process all out-going shipments of supplies, equipment, lab specimens, courier correspondence, etc. and to handle all in-house printing and copying of forms.

Materials Handler

To collect, transport and deliver freight for Riverside Health Care Facilities Inc. & to assist with the receiving, storage, distribution and shipping of all corporation supplies, equipment

Interested and qualified candidates are invited to submit their resume and Employment Application form by January 24, 2018 using one of the following options:

1. Email to: Human.Resources@rhcf.on.ca
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.