

Inventory Assistant - Temporary

CL2 Clerk 2

Term/full-time

Winnipeg MB

Salary: CL2, Step 1, \$17.94/hour

Term: January 21, 2019 to February 1, 2019

Position Duties and Responsibilities

Under the supervision of the Operations Officer, the Inventory Assistant will assist in the organizing, recording and updating of Elections Manitoba inventory located at Manitoba Materials Distribution Agency (MDA).

Other duties will include:

- Receiving and processing incoming stock including identifying damaged or missing merchandise and notifying supervisor immediately.
- Loading, unloading and moving materials and supplies using safety equipment as required
- Preparing byelection pallets by pulling materials; sorting and packing boxes; placing materials or items on racks, shelves or in bins according to organizational standards
- Preparing records for archiving and/or shredding
- Identifying outdated materials for destruction or storage
- Maintaining a safe and clean work environment by keeping shelves, pallet area, and work stations tidy. Organizing warehouse and work area for orderliness at all times

Qualifications

- High school diploma/GED preferred
- Previous warehouse experience preferred
- Ability to work on feet and repeatedly lift and/or move objects weighing up to 50 lbs
- Basic computer skills
- Ability to recognize and take measures to eliminate safety risks

Conditions of Employment:

- Employee is required to properly use appropriate safety equipment to prevent injury to self or others.
- The employee is responsible for supplying their own safety boots.
- The incumbent must be, and remain, politically non-partisan in both perception and fact.
- Must be legally entitled to work in Canada.

Please send your resume and cover letter to elections@elections.mb.ca by December 20, 2018.

Only those who are selected will be contacted for an interview.