



JOB POSTING



WAREHOUSE CLERK CLASS 3

SG17-47

Canadian Royalties Inc. (CRI) owns large claims of nickel, copper, platinum and palladium in Nunavik (Northern Quebec). As part of its operations, CRI is looking for qualified and highly motivated talents to join its team.

STATUS OF EMPLOYMENT: TEMPORARY (1 YEAR)	NUMBER OF PERSONS TO BE RECRUITED: 1
DEPARTMENT: General Services	WORK LOCATION: EXPO (NUNAVIK)
WORK SCHEDULE: Normal work schedule, i.e., 6-week rotation, remunerated, shared as follows: 3 weeks worked (77 hours of work/week, 7 days a week) followed by 3 weeks of leave.	
POSTING PERIOD: FROM NOVEMBER 13TH TO NOVEMBER 27TH, 2017	

SUMMARY OF RESPONSIBILITIES:

Reporting to the warehouse supervisor, the warehouse clerk primary responsibilities include:

- Receives goods and material forwarded by suppliers;
- Checks if shipment vouchers correspond to material actually received;
- Checks if quantities and products received correspond to what appears on purchase orders in the computer system;
- Enters quantities received in the system;
- In the system, identifies the location where material is to be stored or delivered;
- Classifies documents;
- Places material and supplies in the warehouse and delivers them to where intended;
- Checks if actual stock quantities correspond to stock quantities registered in the system;
- Counts the inventory according to a fixed schedule;
- Reports differences in inventory;
- Maintain outdoor and indoor storage areas to maintain a safe workplace;
- Delivers material and supplies to internal client.

REQUIRED QUALIFICATIONS

- Diploma of secondary studies (Secondary 5) or the equivalent;
- At least 2 years of experience in merchandise handling and warehousing;
- Proficiency in computer software programs and databases such as Guide TI an asset;
- Knowledge of products used in the mining industry is an asset;
- Excellent knowledge of Microsoft Office Suite;
- Bilingualism (English/French);
- Valid driver's permit and successful completion of training in operation of handling equipment.

SKILLS AND APITITUDES

- Respect for compliance with regulations, health and safety rules, and the environment ;
- Willing to work in an multicultural team and environment ;
- Skills in developing and maintaining good interpersonal relations and customer approach ;
- Attitudes sought in general: dynamic, autonomous, positive, flexible, versatile and strong sense of the organizational work;
- Able to work well under pressure.

Interested persons who wish to apply for this job must send their resume complete with a letter of motivation and all pertinent skills and job attestations by email to emplois@canadianroyalties.com by **November 27th, 2017, at 4:00pm.**

Only the persons selected for an interview will be contacted.