



JOB OFFER



WAREHOUSE STOREMAN CLASS 3

JOB POSTING NUMBER: SG18-41

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| EMPLOYMENT STATUS: TEMPORARY (1 YEAR) | NUMBER OF JOB OPENING : 1 |
| DEPARTMENT: GENERAL SERVICES | PLACE OF WORK: NUNAVIK |
| WORK SCHEDULE: The normal work schedule is on a rotation of 6 paid weeks: 3 weeks worked (77 hours per week, 7 days a week) followed by 3 weeks of rest. | |
| JOB POSTING PERIOD : FROM OCTOBER 17 TH TO OCTOBER 31 ST . | HOURLY RATE : 30.45\$ |

SUMMARY OF RESPONSIBILITIES

Reporting to the warehouse supervisor, the warehouse storeman 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.

REQUIREMENTS

- 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 SOUGHT

- 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.

WHEN SENDING IN YOUR APPLICATION, IT IS IMPERATIVE TO INDICATE THE JOB POSTING NUMBER

Those interested in this job are invited to submit their CV with a cover letter before 4 p.m. **October 31ST, 2018** by e-mail to

emplois@canadianroyalties.com

Only those selected for an interview will be contacted.