Materials Handler

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Trades and Maintenance
Position covered by the Collective Agreement with the Canadian Union of Public Employees (CUPE), Local 1334

Materials Handler

Ontario Veterinary College Health Sciences Centre

Hiring #: 2018-0599

Please read the Application Instructions [1] before applying

Reporting to the Manager, Accounting and Logistics Services of the OVC Health Sciences Centre (“HSC”), the incumbent is a member of the Materials Management service team. He/she is primarily responsible for the day to day duties related to the receipt, documentation and delivery of goods within the OVC and HSC. He/she is also required to relieve all functions and areas in Materials Management when needed to ensure client service is never compromised. The incumbent may be cross trained in other areas and will be assigned to work in a variety of service areas based on operational requirements.

The incumbent must use a high level of independence and must exhibit the ability to handle many issues simultaneously to assist in the proactive and day to day operations of the Materials Management department for the OVC HSC. The OVC HSC includes the Companion Animal Hospital, Large Animal Hospital, Animal Cancer Centre, Equine Sports Medicine and Reproduction Centre, and the Primary Healthcare Centre. The incumbent is responsible for providing excellent service to internal and external stakeholders.

The incumbent will manage all deliveries, verify accuracy and quality of deliveries, maintain logs and appropriate supporting documentation, and ensure receipted delivery to appropriate area. The incumbent will also expedite equipment for repair, maintaining electronic central file for equipment, perform all shipping functions related to the addressing, packaging and mailing/couriering for the HSC.

Requirements of the position include: Grade 12 diploma, a minimum of three months of related experience or an equivalent combination of education and experience. Candidates should demonstrate a high level of tact, diplomacy and respect; the ability to work independently and in a team environment; and the ability to create and maintain accurate records. Excellent organization, communication and interpersonal skills are essential.

Additional requirements include: experience in an inventory and equipment environment, use of forklift, familiarity with an inventory and purchasing system and computer proficiency with Microsoft Office (Word, Excel).

The incumbent will normally work 07:30-16:00 with a half hour lunch (8 hours per day). The Health Science Centre operates 24 hours, 7 days per week. Flexibility in scheduling availability is required.

Position Number 621-030
Classification CUPE Band 2*
0-3 month rate $22.00 per hour
Job Rate $23.16 per hour
Vacancy Original
Work Location OVC Health Sciences Centre

*Tentative evaluation (under review)

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University
invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2018 11 28
Closing Date: 2018 12 05

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/materials-handler

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply