Stockroom Support Technician

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Chemistry

Hiring #: 2022-0223

Please read the Application Instructions before applying

The Chemistry Stockroom is a dynamic, frontline warehouse environment that services the material needs of 600 faculty and staff and 800 grad students, as well as 7,500 undergraduate students per year. We pride ourselves in offering exceptional service in support of the University’s common goal to Improve Life through knowledge, research, and experiential learning.

Reporting to the Chemistry Stockroom Manager, the Stockroom Support Technician will be responsible for receiving, shipping, stocking shelves, order picking, inventory maintenance, data entry and filing. The handling, storing, dispensing & shipping of hazardous materials makes up a large portion of our work; and a strong understanding of WHMIS and attention to protocol and procedure is a must.

The position can be physically demanding, requiring lifting, pushing, pulling, crouching and continuous standing/walking. The successful incumbent must be organized and be able to prioritize their workload effortlessly with the needs of the operation.

Interested candidates must meet the following requirements:

- One year college diploma (preferably in supply chain logistics or related field) in addition to a minimum six (6) months experience in a shipping/receiving and storage warehouse environment and working experience handling, storing, dispensing & shipping hazardous products. A combination of relevant education and experience may be considered.
- Intermediate computer skills: Familiarity with Inventory management systems, courier shipping software and Microsoft Excel, Word, Outlook,
- Excellent interpersonal and customer service skills
- Exceptional time management skills and attention to detail
- Criminal background check

Position Number         255-086
Classification               USW, Local 4120 Salary Band 4
Salary Range              $23.83 Minimum
$26.63 Normal Hiring Limit
$32.24 Job Rate

At the University of Guelph, fostering a culture of inclusion 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: 2022 04 04
Closing Date: 2022 04 11
Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/stockroom-support-technician

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