



## EXTERNAL JOB POSTING

**Job Title:** Warehouse Coordinator

**Job Posting #:** 997

**Program:** Food Services

**Effective Date:** ASAP

**Posting Date:** August 1, 2018

**Posting Closing:** August 8, 2018 @4pm

**Status:** Part-time; Permanent, union

**Responsible to:** Administrative Coordinator

### Duties:

1. Coordinate warehousing and inventory components
2. Organize the timing, quantity, and spacing of donations into warehouse
3. Must use FIFO
4. Assess quality and nature of donations and use donated items in a creative and resourceful manner
5. Load/Unload Delivery Trucks
6. Prepare orders for the delivery driver and coordinate delivery,
7. Stock and receive merchandise in inventory; monitor inventory by completing counts as required.
8. Inform programs of excess donations and organize delivery
9. Ensure warehouse is organized, presentable, and safe at all times
10. Develop systems to maintain warehouse consistency
11. Observe all safety procedures and report safety issues
12. Perform delivery services as needed

### Qualifications:

1. Valid Class G driver's license with a clean driver's abstract.
2. Attention to detail, listening skills and the ability to multitask;
3. Lifting and moving merchandise of up to 27kg (60 pounds);
4. Must be bondable
5. Must be familiar with FIFO

### Competencies:

#### Customer Service

1. Builds constructive relationships characterized by a high level of acceptance, cooperation and mutual respect
2. Helps to create and contributes to a work environment that embraces and appreciates diversity
3. Values and respects the internal and external customers to the organization

4. Understand the impact of work on other teams and areas

**Accountability**

1. Takes personal responsibility for the quality and timeliness of their work, and team work
2. Administration, governance and implementation of agency and funders policies and protocols
3. Believes, respects and adheres to the vision, mission and values of Wesley

**Commitment**

1. Demonstrates an understanding of Wesley's Mission, Vision and Values through service delivery approach
2. Acts with integrity
3. Demonstrates a knowledge of the code of ethics of working in social services
4. Adapts to changing program requirements, conditions and work responsibilities

Please send resume with cover letter to: [hr@wesley.ca](mailto:hr@wesley.ca)

Wesley is an equal opportunity employer. We encourage applications from all qualified applicants. Only candidates selected for an interview will be contacted. No phone calls please.

More information about Wesley can be found on our website at [www.wesley.ca](http://www.wesley.ca). Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Department at [hr@wesley.ca](mailto:hr@wesley.ca).