

## **INTERNAL - OPEN TO RRC EMPLOYEES ONLY**

### **Shipper/Receiver Finance and Administration**

1 Full Time and 1 Full Time Term position available (term until April 30, 2018 with a possibility of extension)

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

An eligibility list may be created for similar casual, part-time, full-time, and term positions

*Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.*

#### **Duties:**

The Shipper-Receiver is responsible for receiving and processing all incoming shipments purchased by Red River College for distribution on campus, ensuring the quality and quantity of items, proper rotation, storage and safe handling of stock. The incumbent will also be responsible for maintaining inventory systems and generating reports, the cleanliness of the loading dock area and stores room area. Additional duties include using college vehicle to deliver inventory between campuses and the coordination of college vehicles. The incumbent will provide assistance and works in tandem with other Shipper Receivers or Stores Clerks within the College.

#### **Required Qualifications:**

- High school diploma; an equivalent combination of education and experience will be considered
- Experience working in a shipping/receiving position
- Experience with stock rotation
- Proficient with MS Office suite, including Outlook, Word and Excel
- Working knowledge of computerized inventory systems
- Excellent verbal and interpersonal communication skills
- Ability to work independently and in a team setting
- Knowledge of WHMIS
- Knowledge of Safety Data Sheets (SDS), previously MSDS
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

#### **Assets:**

- Trained to operate a forklift
- Knowledge of the physical layout of RRC Notre Dame campus.
- WHMIS Certification

#### **Conditions of Employment:**

- Applicants must be legally entitled to work in Canada
- Physically fit and have the ability to lift items weighing up to 60 lbs. on a regular basis
- Valid class 5 drivers license

*We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.*

Competition Number: 2017-114  
Closing Date: September 19, 2017  
Salary Range: \$38,772 - \$53,070 per annum

Apply to Red River College by email: [humanresources@rrc.ca](mailto:humanresources@rrc.ca)

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit [blogs.rrc.ca/hr](http://blogs.rrc.ca/hr)

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