



JOB OPPORTUNITY

Expedition-Distribution Clerk (Sealift)

DEPARTMENT: Shipping and Distribution
LOCATION: Baie-D'Urfé
STATUS: Temporary, full-time
POSTED:

WHO WE ARE

La Fédération des coopératives du Nouveau-Québec is owned by its fourteen member co-ops in the Inuit communities of Nunavik. FCNQ was established in 1967 to provide the rapidly growing cooperative movement with more effective powers and services to help attain their vision "Atautsikut" Together—working to develop as a people, leaving none behind.

SUMMARY

Under the supervision of the Team Leader - Sealift, you will ensure that you follow Federation standards in order to establish the accuracy of the preparation, distribution and allocation of merchandise for our 14 co-ops.

RESPONSIBILITIES

- Distribute, package, label of goods according to Federation standards;
- Distribute the merchandise on pallets for shipment to the various cooperatives according to the standards of the Federation;
- Provide the necessary information (weight and quantity) in order to complete the worksheets;
- Unpack and distribute the items to the appropriate storage locations according to the villages;
- Assemble containers and crates of goods and record their contents in the computer system using a scanner;
- Load, stow and unload trucks and containers manually;
- Drive, as needed, a forklift, manual cart or other equipment to load or unload, transport or store items and pallets;
- Handle and use the equipment and materials required to perform tasks in a hygienic and safe manner;
- Maintain cleanliness and order of the workstations
- Immediately inform the supervisor of any irregularity or defect;
- Any other related tasks requested by the immediate supervisor.

REQUIREMENTS

- High school diploma or equivalent;
- 6 to 12 months of experience in a similar position;
- Able to communicate in French and English, both verbally and written;
- Forklift operator training (an asset);
- Work and manage time efficiently;
- Good physical capacities to lift heavy loads;
- Able to work in a team, with a positive attitude.

WORK CONDITIONS

- Monday to Friday, 40 hours per week.

Candidates who are interested may send their resumes to FCNQ.recrutement@fcnq.ca

We thank all applicants for their interest. However, only those under consideration will be contacted.