



JOB OPPORTUNITY

Distribution Clerk (Distribution)

DEPARTMENT: Shipping and Distribution
LOCATION: Baie-D'Urfé
STATUS: Permanent, 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 Team Leader—Distribution, 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 established policies;
- Print the various computer documents (packing slips) necessary to document the contents of the boxes of merchandise;
- Maintain cleanliness and order of the workstations
- Any other related tasks requested by the immediate supervisor.

REQUIREMENTS

- High school diploma;
- 0 to 12 months of experience in a similar position.
- Able to communicate in French and English, both verbally and written;
- Work and manage time efficiently
- Able to work in a team, with a positive attitude.
- Responsible, punctual and dynamic.

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.