



## JOB OPPORTUNITY

# Expedition-Distribution Clerk (Grocery)

**DEPARTMENT:** Shipping and Distribution  
**LOCATION:** Baie-D'Urfé  
**STATUS:** Permanent, full-time  
**POSTED:** July 12, 2021

### **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—Food, 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**

- Receive, label, distribute and package food according to Federation standards;
- Distribute the merchandise on pallets by different products according to the standards of the Federation;
- Assemble pallets, record their content (quantity, weight, etc.) in the worksheets or verify the accuracy of the sheets provided;
- Immediately inform his supervisor of any irregularity or defect;
- Notify supervisor when product expiration dates are approaching;
- Maintain cleanliness and order of the workstations;
- 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;
- Any other related tasks requested by the immediate supervisor.

### **REQUIREMENTS**

- High school diploma;
- 0 to 1 years of experience in a similar position;
- Forklift operator training (an asset);
- Able to communicate in French and English, both verbally and written;
- Work and manage time efficiently;
- Good physical ability to lift heavy weights;
- Able to work in a team, with a positive attitude.

### **WORK CONDITIONS**

- Wednesday to Sunday, 40 hours per week.

Candidates who are interested may send their resumes to [FCNQ.recrutement@fcnq.ca](mailto:FCNQ.recrutement@fcnq.ca).

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