



JOB OPPORTUNITY

Office Clerk—Food

DEPARTMENT: Shipping and Distribution
LOCATION: Baie-D'Urfé
STATUS: Permanent, full-time
POSTED: September 9, 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 the Team Leader—food, you will perform all tasks related to the preparation of the shipment of goods orders.

RESPONSIBILITIES

- Find errors and make the necessary corrections to picking errors;
- Print the labels used for labelling and packaging the merchandise;
- Collect information for the creation of items in the TECSYS system (weight, UPC code, measurement, etc.);
- Prepare hazardous products in compliance with IATA regulations;
- Receive merchandise: unpack, code, distribute and store items in appropriate storage locations;
- Close the "shipments" of food products in the Tecsyst system;
- Execute daily allocations for picking food orders;
- Replace the dispatcher if necessary and assist with hazardous products;
- Replace, as needed, the distribution/shipping/receiving clerk and the senior office clerk;
- Any other related tasks requested by the immediate supervisor.

REQUIREMENTS

- High school diploma;
- Transportation of Dangerous Goods by air Certification (TDG);
- Minimum of 1 years of experience in a similar position;
- Knowledge of Microsoft Office;
- Knowledge of the Tecsyst system (an asset);
- 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@fcng.ca by **September 19, 2021**.

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