



**North Eastman Health Association Inc.
Job Description**

***Materials Management
Warehouse Clerk***

Position Summary

Under the direction of the Director, Materials Services, the Materials Management Warehouse Clerk performs functions designed to facilitate receiving shipments into the central warehouse; stock management; and prepare shipments for delivery to the various sites/services within the North Eastman Health Association. The Materials Management Warehouse Clerk position functions in a manner consistent with and supports the Mission, Vision & Values of the North Eastman Health Association.

Reports To: Director, Materials Services

Location: Materials Management Office, Beausejour

Supervises:

Union: MGEU – Facility Support

Std. Grp. 5

QUALIFICATIONS:

Education and Experience

- Completion of Grade 12 or equivalent
- Minimum of one year warehousing experience preferred
- Minimum of one year experience working within a computerized inventory control system involving receiving, shipping, storage and distribution of supplies preferred
- Province of Manitoba Class 5 driver license.

Knowledge, Skills and Abilities

- Excellent organizational and communication skills
- Ability to maintain a positive working relationship in a team based environment
- Ability to work under pressure and meet set deadlines
- Ability to work with minimal supervision
- Physically fit and capable of performing tasks that involve heavy lifting (maximum of 50 pounds)
- Knowledge of medical supplies and equipment
- Able to stand and be mobile for long periods of time
- Ability to switch job tasks with ease

POSITION DUTIES AND RESPONSIBILITIES:

- Work closely with the Purchasing Assistant to facilitate order receiving and shipping
- Ensure all shipments are received in good condition and complete
- Cross reference packing slips to our Purchase Orders to determine all items within the order are accounted for
- Unpack shipments and stock shelves
- Pick and pack orders for delivery to all sites/services within NEHA
- Distribute non-stock items to sites/services within NEHA
- Maintain an accurate shipping log sheet
- Keeps accurate records of all transactions
- Perform regular cleaning and maintenance schedules within the warehouse
- Adhere to strict safety and infection prevention and control protocol established from CSA standards and NEHA Policies and Procedures
- Other related duties as assigned.

Workplace Safety and Health

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

Patient Safety

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date