

## Job Posting

# #23.81 SHIPPER / RECEIVER

## 919 Pandora Ave

**\*Please See Below for Shift Details\***

*This posting is open to all qualified applicants.*

Our Place Society (OPS) is an organization founded on progressive and inclusive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. **A team approach is critical to living out our mission and values and directing our work.**

### **Position Overview:**

Perform Shipping and Receiving duties to support operations across all departments at Our Place Society.

### **Duties and Responsibilities:**

- Facilitate processes and procedures for incoming and outgoing goods.
- Assist with the scheduling and organizing of pick-up and deliveries by staff and volunteers.
- Maintain inventory of custodial supplies and ensure their safe and proper storage.
- Accept, sort, store and distribute incoming supplies and donations consistent with policies and department needs, redirecting donations to other charitable organizations as required.
- Assist with clothing room operations, helping to ensure that it is adequately supplied.
- Assist with ensuring fleet of vehicles are equipped and maintained, including arranging bookings, repairs, fueling, cleaning, and parking.
- Maintain cleanliness of the garbage area and ensure adequate and regular garbage, recycling, cardboard, and food waste pick-up, and delivery of non-standard waste to appropriate depot.
- Assist with maintaining the cleanliness of the courtyard and front walk by supporting power-washing, garbage picking, and graffiti removal.
- Assist with laundry duties, as required.
- Be available for building emergencies after hours as required.
- Perform other related duties as required.

### **Qualifications:**

#### *Education and Knowledge:*

- Grade 10

#### *Training and Experience:*

- Valid class 5 Driver's License. Must provide a current clean Driver's Abstract.
- One year of experience working in a Shipping/Receiving role OR an equivalent combination of education, training, and experience.

### **Skills and Abilities:**

- Good interpersonal skills. Must display tact, friendliness, diplomacy.
- Flexibility and time management in a fast-paced working environment.
- Needs to demonstrate initiative and problem-solving abilities.
- Physically able to load/unload vehicles and lift to 40 lbs.
- Be able to stand for 8 hours per shift.
- Basic Literacy and computer skills is required.

### **Working Conditions**

**Shifts:** Full Time, Monday to Friday, 7am to 3pm

**Compensation:** \$22.79 to \$26.15 per hour

**Benefits:** 3 weeks' vacation. Excellent benefits after successful completion of 3 months of full-time employment.

**This position requires union membership.**

### **How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 4:30 p.m. Wednesday, August 16, 2023, to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Ryan Brost, HR Manager, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #23.81 – Shipper / Receiver" in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.