



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

Internal Distribution Support

Job ID	4D-F0-A9-01-50-2A	
Web Address	https://careers.indigenous.link/viewjob?jobname=4D-F0-A9-01-50-2A	
Company	Red River College	
Location	Winnipeg, Manitoba	
Date Posted	From: 2019-10-15	To: 2019-10-25
Job	Type: Full-time	Category: Education
Languages	English	

Description

Internal Distribution Support

Procurement and Logistics

Position Location: Notre Dame Campus (Winnipeg, MB)

Full-Time Position Available

An eligibility list may be created for similar casual, part-time, full-time, and term positions

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties: The Internal Distribution Support position is responsible for the picking, sorting and handling of materials to be transported and distributed throughout the Red River College campus. Materials to be handled may include mail, supplies, inventory, furniture, equipment and archived records. Other duties include processing outgoing mail and parcels, mail metering and use of mail/parcel shipping and tracking software applications. The incumbent will provide assistance to and works in tandem with other members of the Logistics team including Shipper/Receivers, Stores Clerks and Distribution personnel within the College.

REQUIRED QUALIFICATIONS

- High school diploma; an equivalent combination of education and experience will be considered
- Experience with inbound and outbound mail processing
- Experience with picking, sorting, and delivering supplies, furniture and equipment
- Excellent in-person customer service skills
- Working knowledge of mail/courier tracking software applications
- Effective verbal communication skills
- Proficient with MS Office suite, including Outlook, Word and Excel
- Excellent interpersonal communication skills
- Ability to work independently and in a team setting
- Knowledge of WHMIS and Safety Data Sheets (SDS), previously MSDS
- Proficient with MS Office suite, including Outlook, Word and Excel
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSET QUALIFICATIONS

- Experience operating material handling equipment (e.g. forklift, power jacks/lifts, etc.)
- Knowledge of the physical layout of RRC Notre Dame campus

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must be physically capable of performing the duties and responsibilities of the position. A medical certificate from a certified physician will be required.
- May be required to work at various RRC campuses

- Valid Class 5 Drivers License

How to Apply

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

Apply to Red River College by email: humanresources@rrc.ca

An eligibility list may be created for similar casual, part-time, full-time, and term positions

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition #: 2019-252

Closing Date: October 25, 2019

Salary: \$35,519 - 48,588 per annum

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit www.rrc.ca/hr

2055 Notre Dame Ave, Winnipeg, Manitoba, Canada R3H0J9