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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	MATERIALS MANAGEMENT WAREHOUSE CLERK
<b>DEPARTMENT:</b>	MATERIALS MANAGEMENT
<b>CLASSIFICATION:</b>	STORES
<b>UNION:</b>	MGEU – FACILITY SUPPORT
<b>STD GRP:</b>	5

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	REGIONAL MANAGER, MATERIALS MANAGEMENT
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

Under the direction of the Regional Manager, Materials Management, the Materials Management Warehouse Clerk carries out the warehousing and distribution of materials to all sites and services within the Interlake-Eastern Regional Health Authority.

The position of Materials Management Warehouse Clerk functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Works closely with the Purchasing Assistant to facilitate order shipping and receiving
- Ensure all shipments are received in good condition
- Cross reference packing slips to our Purchase Orders for accuracy

- Receive orders in Dynamics (Matman software program)
- Unpack shipments and stock shelves
- Ensure stock is rotated on a “first in/first out” basis
- Input all stock order in Dynamics (Matman software)
- Pick and pack orders for all IERHA sites and services
- Stocks wards within the Selkirk Regional Health Centre
- Keep accurate records of all transactions
- Process all stock return in Dynamics (Matman software)
- Perform regular cleaning and maintenance schedules within the warehouse
- Pick-up and deliver shipments to and from local vendors as required
- Process incoming and outgoing mail
- Print Shop duties
- Filing and other administrative duties as required
- Adhere to all infection prevention and control standards

**OTHER**

- Performs other duties as assigned.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

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**REQUIRED KNOWLEDGE:**

- Knowledge of medical supplies and equipment is preferred.
- Preference will be given to candidates with knowledge of Great Plains Dynamics software.
- Demonstrated knowledge of Windows and MS Office required.

**EXPERIENCE REQUIRED:**

- Previous experience in a warehouse environment is required.
- Previous experience with computerized inventory control system. Preference will be given to experience with Great Plains Dynamics (Matman).

**SKILLS/COMPETENCIES:**

- Excellent organizational and communication skills
  - Ability to maintain positive working relationships in a team environment
  - Ability to work under pressure and meet set deadlines
  - Ability to work with minimal supervision
  - Physically capable of performing tasks that involve constant movement and heavy lifting
  - Demonstrate working knowledge of WHMIS and MSDS guidelines
  - Province of Manitoba Class 5 driver license
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- May be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.

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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- 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.

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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
October, 2017  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Vice President, Human Resources Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*