

## **WAREHOUSE CLERK – VLD (MORRIS)**

Casual Employment Opportunity

Reporting to the Supervisor, Inventory Rework, the Warehouse Clerk, within the Video Lotto area, is responsible for the day to day functions of the Warehouse, including shipping and receiving, maintaining inventory, ordering supplies, and delivering/retrieving of gaming machines throughout the province.

### **Duties:**

- Prepare daily order requests from sites which are logged by Hotline and entered in shared folder.
- Create barcode labels for shipping.
- Load items in the van and deliver to Canada Post for shipping.
- Pick up and deliver gaming machines t throughout Manitoba.
- Coordinate with Central Services for storage of items in the Morris Warehouse.
- Pick-up and deliver goods at vendor/supplier locations as required.
- Perform daily pre-shift inspection on Forklift and provide inspection sheet to the Supervisor.
- Operate equipment in a safe and responsible manner.
- Charge batteries when needed on the Forklift.
- Maintain cleanliness of Warehouse and wash floor periodically using walk behind floor scrubber.
- Report any hazardous situation to supervisor immediately.
- Keep the work area clean, tidy, and organized including the prep room and dust booth.
- Check and ensure all incoming and outgoing inventories are the correct amount and entered in the inventory system.
- Create bin numbers and make space for incoming inventory as required.
- Complete parts transfer slips for the transfer of supplies to the main office.

### **Primary Qualifications:**

- Completion of a Grade XII High School diploma or G.E.D. equivalent.
- A minimum of one-year related experience in warehousing, and shipping and receiving.
- Basic skills in Microsoft Office (Word, Excel, and Outlook).
- Must have and maintain a valid Manitoba Class 5 Driver's License.
- The ability to drive warehouse vehicles, van and 5-ton truck.
- Experience and/or training in forklift is a definite asset; must obtain and maintain a valid License for Forklift which can be obtained on the job.
- An ability to operate hand jacks in a safe and responsible manner.
- Certification in WHMIS is an asset; however, can be acquired on the job. Once acquired, must be maintained and renewed.
- Experience with computerized inventory system.
- Previous experience utilizing computerized warehouse/inventory management systems is an asset.
- Ongoing development is required to remain current with changes in the industry.

*\*\*\*All Manitoba Liquor & Lotteries employees may apply. ive to hire a workforce that reflects the community we serve. Employment equity will be considered therefore applicants who identify as women, Indigenous people, members of racialized groups, and persons with a disability are encouraged to apply.*

*If you require an accommodation at any time during the recruitment process, please let us know how we can meet your needs.*

**Salary:** \$17.31-\$18.31  
**Bargaining Unit:** CUPE  
**Location:** Morris

Individuals should apply by completing our online application form at [www.mbl.ca/jobs](http://www.mbl.ca/jobs) or by submitting a resume and application to [careers@mbll.ca](mailto:careers@mbll.ca)

**All applications are due by April 5, 2024.**

*We thank all interested applicants, however, only those selected for interviews will be contacted.*