
WAREHOUSE CLERK

Casual Employment Opportunity

Reporting to the Warehouse Supervisor, the incumbent is responsible for shipping, receiving, delivery and movement of all gaming and non-gaming, consumable and non-consumable goods for all Manitoba Liquor & Lotteries departments, retailers and licensees. The incumbent covers shifts in the different areas of the Warehouse operations, including the general receiving doors in the casinos and Central Service's warehouse and dock areas.

Duties:

- Oversee loading and unloading of goods to and from delivery trucks.
- Verify and inspect goods received against products and quantities listed on packing slips.
- Package, deliver, and pick up various gaming/non-gaming, consumable/non consumable goods, and uniforms from and to various locations, as well as asset disposal to various approved disposal sites.
- Determine method of shipment and arrange to have goods shipped, according to department instruction.
- Ensure that all paperwork accompanying goods being shipped (waybills, account #'s and purchase orders) is detailed and accurate.
- Process and package goods for return for internal and external customers and forward appropriate paperwork to Supervisor.
- Ensure all warehouse documents, log books and other required paperwork is completed and filed.
- Liaise with internal and external customers regarding outstanding shipments, deliveries and returns
- Pick up and deliver mail at all Manitoba Liquor & Lotteries locations, and other external institutions as required.
- Pick-up and deliver materials from external vendors and/or customers as required.
- Follow security processes when receiving or shipping high-value and/or high-risk products (e.g., slot machines, playing cards, cash drop-offs and deposits)
- Perform the physical disposal of assets.
- Collect record bins from all Manitoba Liquor & Lotteries locations, and deliver to shredding vendor, and/or the Records area.
- Pick goods from inventory to fill internal and external orders.
- Label all inventory with product and category codes.
- Fill promo materials and supply orders for retailers and licensees, and consumable orders for internal customers.
- Assist in daily pick, pack, and ship processing of lottery retailer orders.
- Fax weekly supply orders to Western Canada Lottery Corporation (WCLC).
- Receive and verify gaming and consumable returns from retailers, licensees, and internal customers.
- Encourage a climate that supports diversity.
- Performs other duties as assigned.

Primary Qualifications:

- Completion of a Grade 12 (High School) diploma or G.E.D. equivalent.
- A minimum of one (1) year experience. A working knowledge of warehousing operations.
- Basic skills in Microsoft Office (Word, Excel and Outlook).
- Have and maintain a valid Manitoba Class 5 Drivers License.
- The ability to drive warehouse vehicles, including vans as well as one-ton, three-ton, and five-ton trucks.
- Ongoing development is required to remain current with changes in the industry.
- The key accountabilities for this position include adapting to new changing conditions in a positive manner, communicating and working respectfully with co-workers, consistently delivering excellence in customer service, demonstrating appropriate job knowledge, following direction from leadership on assigned tasks, following established Safe Work policies and practices, following Manitoba Liquor & Lotteries' policies and procedures, meeting the established attendance expectations, meeting the productivity performance expectations and taking accountability for actions.

Secondary Qualifications:

- Certification in WHMIS and Forklift driving, as well as other powered material handling equipment, is an asset; however, can be acquired on the job. Once acquired, must be maintained and renewed.
- Experience working with a computerized warehouse inventory system is an asset.
- Coursework in warehousing or inventory control is an asset.
- Bilingual (French/English) language skills.

****Testing may form part of the screening/selection process. Employment Equity will be a factor in the recruitment process. Circumstances may arise where the bulletin may need to be withdrawn or the number of positions may need to be increased depending on the Collective Agreement.*

Salary: \$17.31-\$18.31
Bargaining Unit: CUPE
Location: Central Services

Due to the ongoing risks associated with the emergence of COVID-19 variants of concern, starting in January 2022, Manitoba Liquor & Lotteries employees must either choose to voluntarily provide official proof of full vaccination or participate in rapid testing

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to careers@mbl.ca

All applications are due by January 19, 2022.

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

Posted: January 12, 2022