



JOB OPENING

Position Title:	Warehouse Logistics Specialist
Type of position:	Permanent, full-time (37.5 hrs/week)
Duty Station:	Oakville, Ontario
Reports to:	Manager of Operations
Start date:	Oct 2021

Health Partners International of Canada (HPIC) is a not-for-profit relief and development organization dedicated to improving access to medicine and enhancing health in the developing world. HPIC contributes to well-being by providing donated essential medicines, supplies, and responding to emergencies and health threats. We partner with a network of non-governmental organisations (NGOs) and healthcare professionals as well as with pharmaceutical and healthcare product companies.

Job Summary/Objective

Reporting to the Manager of Operations, the Warehouse Logistics Specialist is responsible for supporting warehouse operations as well as inventory related functions. They also work directly with distribution center employees to assist with reviewing orders, picking and packing as well as providing critical support for various departments on inventory system trouble shooting.

Primary Functions

- ❖ Enter data in inventory and logistics software program
- ❖ Perform critical inventory tasks to ensure the correct amount of items are in stock
- ❖ Become a resident expert in our ERP system. Using system knowledge to support the various departments to trouble shoot shipping/inventory issues
- ❖ Inventory valuation
- ❖ Prepare, generate, and file inventory reports; review reports monthly with operations manager
- ❖ Track short dated products and segregate them for destruction
- ❖ Shipping discrepancy investigations
- ❖ Inventory cycle counts and data entry;
- ❖ Picking/Packing orders;
- ❖ Assist shipper/receiver to load containers and truck for outbound purposes
- ❖ Assist shipper/receiver to receive products into inventory
- ❖ Acts as back up for other roles within the operations department of the organisation
- ❖ Other duties as may be assigned by Operations Manager

Education and Experience

- ❖ Post- secondary education from a college or university.
- ❖ 2+ years' experience, preferably within a warehouse, manufacturing, logistics, customs field
- ❖ Proficient with the use of a computer, including, but not limited to, the use of Microsoft Office Software (Outlook, Excel, Word, PowerPoint)
- ❖ Experience with warehouse inventory systems
- ❖ Experience using **Dynamics 365** is an asset
- ❖ Experience working in the transportation industry (logistics, supply chain, warehousing, shipping) would be considered an asset
- ❖ An Order Picker Operator and Reach Truck license and working at heights / fall arrest certificate is an asset
- ❖ Capable of working with peers and associates from other departments in a proactive and constructive manner.
- ❖ Excellent organizational skills and ability to establish priorities with little direction in a fast-paced environment. Strong ability to multi-task and effectively manage work requirements
- ❖ Attention to detail and commitment to a high degree of accuracy, including consistent, timely and objective output.
- ❖ Excellent verbal and written communication skills.
- ❖ People oriented with the ability to establish a high degree of credibility with staff, clients and vendors.
- ❖ Ability to perform physical work/labour, are able to lift repeated loads that weight up to 40 lbs, can perform work at high height and can sit, climb, balance, stoop, kneel and crouch repeatedly

The salary is commensurate with background and experience. The position is open to individuals legally entitled to work in Canada.

Application process:

Please e-mail your resume and a cover letter to hrs@hpicanada.ca with the subject line **Warehouse Logistics Specialist**. Applications will be considered until the position is filled.

HPIC thanks you for your interest in this position, however, only those selected for interviews will be contacted.