



JOB POSTING

Shipper/Receiver Thorold, ON

IDHC is committed to providing and promoting a healthy lifestyle with a focus on the prevention and awareness of diabetes issues. Every effort will be made to recruit Indigenous candidates for all positions that become available. In addition to academic qualifications, and professional background, applicants' life experience and personal healing journeys also will be considered in recruitment process.

Position Summary: The Indigenous Diabetes Health Circle currently is accepting applications for the position of Shipper/Receiver at the IDHC Head Office in Thorold. The Shipper/Receiver will be responsible for all outgoing mail/courier/resource orders and incoming orders to head office.

Qualifications

- High school diploma or equivalent
- Working knowledge of office technology, using computer for processing labels and communications
- Established and proven record as a dependable and competent person
- Co-operative, conscientious and reliable
- Must be able to lift and transport large boxes and resources
- Current driver's license and access to vehicle
- Knowledge of, or background in, Indigenous organizations, Indigenous health, diabetes and foot care is an asset
- Knowledge of Indigenous communities and culture is considered an asset

Responsibilities and Duties

- Responsible for all outgoing mail/courier/resource orders
- Pack and prepare resources, tool kits for shipping
- Receive incoming shipment orders
- Maintain stock and inventory
- Liaise with customers as required (e.g., followup/order support, update shipping status, troubleshoot issues)
- Other duties that may be designated by the Knowledge Coordinator

Standards of Performance

- Support and work toward the IDHC's overall mission whilst respecting the IDHC's values;
- Adhere to all policies and procedures;
- Maintain the IDHC's Code of Confidentiality;



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- Work collaboratively with others as a team member and address conflicts in a positive and open manner;
- Model and reflect a healthy and positive attitude when interacting with community and staff.

Supervision

The Shipper/Receiver will be under the supervision of the Knowledge Coordinator.

Location

3250 Schmon Parkway Unit 1B, Thorold, ON L2V 4Y6

Working Hours

24 hours/wk. Travel to post office required to ship resources.

Employment Period

Begin immediately

Applicants are to submit a resumé, cover letter and 3 references to the attention of:

Amanda Lipinski
3250 Schmon Parkway Unit 1B, Thorold, ON L2V 4Y6
1-888-514-1370

Email programdirector@idhc.life

Fax 1-866-352-0485

www.idhc.life

Accepting applications until Friday, October 1st, 2021

We thank all candidates for their interest, however, only those selected for an interview will be contacted. Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.