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**VACANCY**

**POSTED:** February 3, 2010  
**DEPARTMENT:** Material Management  
**POSITION:** Stores Person  
**STATUS:** Full-time  
**RATE:** \$20.11/hour

**REQUIREMENTS:**

- Ontario Secondary School Diploma plus related experience.
- Demonstrated computer knowledge and keyboarding proficiency.
- Must have a basic mechanical aptitude in order to check and receive equipment.
- Knowledge of WHMIS regulations
- Must be able to read and write English.
- A knowledge or experience in clerical and inventory functions preferred (basic mathematics, filing).
- Must demonstrate excellent interpersonal and telephone skills and the ability to work collaboratively with all members of the health care team.
- Must have problem-solving skills, be able to work both independently, as a member of work teams and work with minimal supervision.
- Ability to manage work to meet deadlines.
- Physical capability to lift, turn, stretch and maneuver heavy dollies.
- Must own, be licensed and operate a vehicle.
- Must have ability to maintain principles of confidentiality.
- Demonstrated ability to attend work promptly and regularly and to maintain same.
- Performs other duties as assigned.

Previous experience with computer applications, is an important component for this position. Candidates will be required to successfully complete a computer assignment in a Windows environment.

***Only those applicants who submit to the Human Resources Department by the closing date, a COVERING LETTER indicating the position applied for and a COMPLETE AND CURRENT RESUME (including internal applicants), will be considered.***

**CLOSING DATE: FEBRUARY 12, 2010 @ NOON**