

## Job Posting

# #22.77 SHIPPER RECEIVER

## 919 Pandora

*This posting is open to all qualified applicants.*

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and to directing our work.

### **Position Overview:**

Provide leadership and support to the Shipping/Receiving Volunteer Team and facilitate the incoming and outgoing of products and services at Our Place to support operations across all departments.

### **Duties and Responsibilities:**

#### ***Shipping/Receiving:***

- Develop and facilitate processes and procedures for incoming and outgoing goods.
- Schedule and organize pick-up and deliveries by staff and volunteers.
- Order and maintain inventory of custodial supplies and ensure their safe and proper storage.
- Accept, sort, store and distribute incoming supplies and donations consistent with policies and department needs, redirecting donations to other charitable organizations as required.
- Respond to donation inquiries from businesses and individuals in person, phone, email, and text, representing the organization in a positive manner.
- Oversee clothing room operations ensuring that it is adequately supplied and serviced by staff and volunteers.
- Ensure fleet of vehicles is equipped and maintained, including arranging bookings, repairs, fueling, cleaning, and parking.
- Maintain cleanliness of the garbage area and ensure adequate and regular garbage, recycling, cardboard, and food waste pick-up, and delivery of non-standard waste to appropriate depot.
- Be available for building emergencies after hours as required.
- Perform other related duties as required.

#### ***Supervision and Administration:***

- Organize and supervise daily tasks for driving, shipping, and clothing volunteers.
- Work with Volunteer Services to ensure appropriate levels of coverage for driving, clothing, and shipping volunteer positions.
- Train and support volunteers in clothing, sorting, and shipping procedures and policies.

- Provide coverage for staff and volunteer absences and report any concerns with performance to the Facilities Manager or Volunteers Manager.

### **Qualifications:**

#### ***Education and Experience:***

- Experience in Shipping/Receiving Operations is preferred
- Experience in working with suppliers of goods and services preferred
- Must hold a valid class 5 Driver's License and be willing to upgrade as required.
- Must provide the employer with a clean Driver's Abstract
- Basic literacy and computer skills
- Experience working with the homeless, hard to house is preferred
- Experience working with First Nations is preferred

#### ***Skills and Abilities:***

- Knowledge of current social issues related to homelessness, mental illness, and drug addiction.
- Good interpersonal skills. Must display tact, friendliness, diplomacy and be socially sensitive
- Demonstrated supervisory skills
- Flexibility and time management in a fast-paced working environment
- Needs to demonstrate initiative and problem-solving abilities
- Physically able to load/unload vehicles and lift up to 50 lbs.
- Be able to stand for 8 hours per shift

### **Working Conditions**

- **Shifts:** Full Time, Monday to Friday, 37.5 hours per week.
- **Wage:** \$19.53 per hour.
- **Benefits:** Excellent employer paid benefits after successful completion of 3 months of employment, 3 weeks' vacation and 1 sick day per month.

### **How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. Tuesday, July 26, 2022 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote "File #22.77 Shipper Receiver" in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.