

Job ID: #Unifor-24-04
Job Title: Lead Hand Shipper Receiver
Department: Physical Plant
Campus: Thunder Bay, ON
Status: Full Time, Permanent
Job Category: Unifor ***INTERNAL**

Date Posted: September 19, 2024
Closing Date: September 26, 2024

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

Job Duties

- Organizes and participates in the receipt, unloading and distribution of incoming University materials and equipment, recording information relevant to foods and materials received for accounting purposes.
- Organizes and participates in the packing, labeling and loading of goods and materials being shipped by the Receiving/Shipping Department and maintains shipping records.
- Makes necessary reports and keeps records and files for receiving/shipping function.
- Compares receiving/shipping records with those of Accounting and notifies appropriate department of discrepancies.
- Maintains an adequate inventory of supplies, materials, tools and equipment necessary for ensuring an efficient operation of the receiving/shipping function.
- Initiates purchase requisitions for supplies, materials, tools and equipment required for the performance of all receiving/shipping work.
- Responsible for keeping departmental equipment in safe/proper repair and maintaining inspection reports relevant to the same. Ensures that employees working in receiving/shipping department are trained and competent in their assigned duties.
- Trains all new employees in their job responsibilities and safe work practices.

Employment Opportunity

- Works in compliance with the Occupational Health and Safety Act (OHSA), with other health and safety related legislation and standards, and with such work place practices as outlined by his/her immediate supervisor.
- Performs other related duties as required.

Qualifications

- Minimum Grade 12 education;
- Ability to perform heavy manual work when required. Must be able to safely and repeatedly lift and carry weights up to 100lbs on a daily basis.
- Knowledge of accepted receiving/shipping practices and the ability to organize a small receiving | shipping department.
- Several years' experience in receiving/shipping department.
- Ability to organize and provide direction to personnel within receiving/shipping working areas.
- Must have a valid driver's license.
- Ability to follow oral and written instructions.
- Ability to deal courteously with staff, students and the public.
- Ability to communicate effectively with staff and supervisor, both verbally and in writing.
- Ability to maintain records and write reports.
- Some experience in training, directing and delegating staff.
- Must knowledgeable in the use of computers and familiar with the Campus network system.
- Familiarity with the Occupational Health and Safety Act (OHSA, the WHMIS regulations, other regulations made under OHSA and other health and safety related legislation and standards.
- Must hold a current certificate of training for the Transportation of Dangerous Goods.

Working Conditions

- Office environment
- Primarily an 8:00 a.m. to 4:00 p.m. shift, Monday to Friday
- When required, hours of work may be modified to address the needs of the University

What do We Offer?

This position offers a competitive remuneration package including salary, comprehensive benefits package, life insurance, pension plan, and tuition waiver.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply



Employment Opportunity

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in word or PDF format.

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8010 ext. 8334 or human.resources@lakeheadu.ca to make appropriate arrangements.