



Job Posting

Position: Support Staff Associate (Distribution)
Department: Operations
Status: Full Time, Permanent
Primary Work Location: Toronto, ON

Position Summary: The Support Staff Associate will be responsible in assisting the day-to-day tasks in the Distribution area to accomplish the daily set goals.

Duties & Responsibilities:

- Promptly unload trucks and deliveries; sort and stock receivables
- Conduct and maintain quality control of goods by verifying incoming and outgoing shipments
- Assist, interact and engage with donors, vendors, drivers and volunteers with a positive attitude
- Maintain a clean, safe, organized and member ready work area
- Adhere to all Health and Safety policies in accordance with TSM and industry standard
- Provide additional back-up support for shipping and receiving
- Ad-hoc projects and other duties as assigned

Required Experience and Education:

- Ability to lift and carry up to 40 lbs.
- Able to work independently and a team-player
- Experience working in a warehouse setting, inventory management skill is an asset
- Excellent organizational skills and communication skills
- Excellent time management with a sense of urgency
- Customer oriented with a can-do attitude
- Current Health and Safety training including Standard CPR C, CPI, WHMIS, ADOA.
- Ability to take direction well, aptitude to work in a fast-paced distribution environment
- Dependable and a team player with good attendance record
- Valid Ontario Driver's license is an asset

A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

Interested applicants are invited to apply with a copy letter and resume: careers@scottmission.com

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. **Employment is conditional to results of Police Reference Check and satisfactory reference.**