

EMPLOYMENT OPPORTUNITY

Women's College Hospital is the first and only independent, academic, ambulatory care hospital in Ontario with a primary focus on the health of women. If you're ready to be part of the future of healthcare, then you will want to join an institution in which the possibilities for creative innovation, breakthroughs in new thinking and groundbreaking work in academic ambulatory medicine are limitless. Women's College Hospital is committed to patient safety as a key professional value and an essential component of daily practice.

An exciting casual opportunity as a Stores II (**Competition #207.18**) exists in the Stores, Shipping & Receiving reporting to the Supervisor, Materials Management.

Summary of Duties, but not limited to:

Stocking:

- Responsible for the scanning/replenishment of stock materials to Nursing, Clinical, and Support Areas using a handheld scanner on designated days.
- The Stockperson will respond to all supply related calls from customers, with a focused response to demonstrate good customer service practices.
- Monitors cart activity and reports deficiencies to Supervisor, e.g. missing barcodes, rapidly depleting quotas, items received in error or short shipments.
- Maintains clean, organized and properly labeled carts.
- Ensures stock is rotated, to reduce potential of obsolesces or expiry, using the first-in/first-out method of stock rotation.
- Transfers stock between carts to ensure no empty bins (i.e. "stockouts"), reports same to Supervisor.
- Responsible for ensuring supplies received from the Distribution Centre are correctly consolidated prior to delivery to the units for maximum efficiency.
- Checks DC packing slip; confirming quantities received against quantities ordered and checks for discrepancies, shortages, over-shipments or damaged goods, prior to putting them away.
- Ensures empty carts, skids and totes are returned to Stores for return to the Distribution Centre, including removing any waste.
- Exercises safe handling/transport of goods throughout the hospital in compliance with the Occupational Health and Safety Act and applicable Hospital policies and procedures.

Receiving:

- Coordinates and delivers goods and materials to customers in a timely manner in compliance with the Occupational Health and Safety Act and applicable Hospital policies and procedures.
- Coordinates shipments that are sensitive and/or shipments requiring special attention, ensuring all perishable or sensitive deliveries are delivered upon receipt
- Enters receipt of goods into SAP within 24 to 48 hours upon receiving goods at the dock.
- Delivers orders shipped from the Plexxus Distribution Centre to the units for replenishment of the supply carts.
- Organizes the dock.
- Answers phone calls and assists customers.
- Monitors and controls visitor access into the building/facility for security purposes, safely directs reversing trucks into the receiving dock and ensures they are safely parked.
- Works closely with purchasing agents, end-users and vendors to exchange information and ensure the smooth delivery of shipments.

EMPLOYMENT OPPORTUNITY

As a role model and champion you will work to identify and integrate safe, best practices into daily activities to foster the delivery of safe and exemplary care.

The responsibilities described above are representative and are not to be construed as all-inclusive.

Qualifications/Skills:

- Completion of high school or recognized equivalent required
- One to two (1-2) years practical and related experience required
- One (1) year of experience using SAP application is considered an asset
- Experience with Microsoft Access and scanners is considered an asset
- Ability to meet the physical demands of the job including: lifting totes, lifting products to stock onto shelves above head, pulling heavy carts, continuous standing and walking; ability to lift 30 to 50 lbs.
- Ability to use equipment common to the work being performed such as computerized inventory system, scanner, photocopier, telephone, lift trucks, tow motor etc.
- Excellent verbal and written communication skills required
- Ability to exercise initiative and good judgment with the ability to multi-task
- Effective organizational, interpersonal, and communication skills
- Demonstrated problem solving and resolution skills
- Knowledge of medical product terminology and basic math skills
- May be required to work at multiple areas as well as rotating shifts in emergency situations
- Proven ability to attend work on a regular basis
- Professional behavior and communication that meets the standards of the professional regulatory college or association, as applicable, and the standards of Women's College Hospital
- This position plays a critical role in acting as an advocate for safety and will demonstrate principles, practices and processes that will optimize a safe environment for all

POSTING DATE: July 25, 2018

Please forward resumes via email to HR@wchospital.ca with your name and the competition number in the subject line. (Example: Jane Smith, 1.16)

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Indigenous peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.