



Embracing the health and hearts of the community

CLAC SERVICE JOB POSTING – CS2026-03-18

Temporary Part-Time Shipper/Receiver

Position to commence immediately

Position Summary:

The Shipper/Receiver is responsible for ensuring the efficient and smooth operations of the department and continued service delivery to the organization. As a highly motivated individual, you demonstrate adaptability as well as effective planning, multi-tasking, and problem-solving abilities.

Vacancy Status:

The posting is for one (1) current temporary part-time vacancy.

Hours of Work:

22.5 hours per week

Hourly Wage:

\$27.30

Duties and Responsibilities:

- Facilitate the Just-In-Time (JIT) ordering process by scanning and processing the order as well as receiving the order upon delivery.
- Receive small parcel and LTL shipments, delivering stock to the appropriate areas
- Confirm quantities and items included in the shipment against the packing slips.
- Complete electronic Receiving Report documentation.
- Participate in invoice reconciliation, including requests for receiving, and resolving discrepancies.
- Coordinate vendor returns for incorrect/obsolete/excess stock.
- Maintain safe and organized Shipping and Receiving areas.
- Maintain barcode ordering labels and request updates as required.
- Respond to staff inquiries regarding stock/inventory in a timely and professional manner.
- Inform Purchasing of low or no stock of items in all departments.
- Work collaboratively with internal and external partners using strong communication skills
- Demonstrate the Mission, Vision, and Values of the organization in all aspects of their work.
- Other duties as needed and assigned.

Qualifications:

- High school diploma.
- Demonstrated experience handling, stocking, or working with medical supplies (other relevant material handling experience will be considered)
- Experience in a clinical healthcare setting similar to Haldimand War Memorial Hospital, with similar duties to this role is considered an asset.
- Strong communication and client services skills.
- Excellent interpersonal skills and ability to interact well with all levels of staff and the community.
- Experience with Medisolutions software is an asset.
- Demonstrated computer skills, including Microsoft Teams, Excel, Word, and Outlook, as well as ability to communicate using other electronic platforms as required.
- Ability to safely use a pump jack.
- Demonstrated ability to safely lift heavy objects, up to 50 lbs.
- Demonstrates a commitment to the Mission, Vision and Values of Haldimand War Memorial Hospital.

- Demonstrates satisfactory work performance and attendance history.
- Demonstrates a commitment to a healthy and safe workplace for self and others (staff, patients, families etc) by taking all reasonable precautions and working in compliance with hospital related policies, health and safety legislation and best practices and completing mandatory education as required.

At Haldimand War Memorial Hospital, we are an equal opportunity employer committed to fostering a Welcoming and inclusive workplace that values equity, diversity and belonging. As a community-centered rural hospital, we welcome and encourage applications from people of all backgrounds, identities and lived experiences. We are committed to providing a barrier-free, inclusive and accessible work environment in compliance with the Accessibility for Ontarians with Disabilities Act. If you require accommodation during any stage of the hiring process, please contact Human Resources at hr@hwmh.ca. We will work with you to meet your needs.

Instructions to Applicants:

Please forward your resume and letter of application to Human Resources (hr@hwmh.ca) by March 25, 2026 at 1500 hours.