



Position: Operations Clerk	Reports to: Operations	
Department: Operations		Posting Number: Ops 01 - 17

At Gambles, product is everything. We offer the widest assortment of top quality fruits and vegetables for the wholesale, foodservice and for retail operators. Our goal is to be the supplier of choice for all of our Customer's needs.

The people who comprise our close knit team work together in a community focused company that is driven by a set of core values that serve as guardrails throughout our entire business. It is these values that drive the culture of the organization which encompass integrity, respect and team work.

Working at our distribution centre, located at 302 Dwight Ave., or at the Ontario Food Terminal, located at 165 The Queensway, you will be responsible and accountable for performing daily administrative and clerical activities of the Shipping, Receiving and Transportation departments. Your regular schedule will be 40 hours per week. All candidates must available to work evenings, weekends and early mornings.

Description

- Preparation of all shipping and receiving documents;
- Printing of all labels when required;
- Maintaining accurate inventories of all supplies necessary for shipping and receiving;
- Providing support to the transportation department by assisting with tasks such as dispatching and scheduling of trucks and drivers, as well as collection of customer manifests and invoices;
- Interfacing with the client and/or vendors for appointment rescheduling and vendor issues;
- Maintain a filing system for all shipping and receiving records;
- Inventory control and general warehouse tasks when needed;
- All projects and tasks assigned by manager.

Minimum Requirements

- High school diploma or GED;
- At least six (6) months previous experience in a fast-paced environment;
- Previous warehouse experience preferred;
- Minimum two (2) years' experience in a clerical role.



Competencies:

- Strong computer skills;
- Ability to work in a team environment;
- Strong problem-solving and decision-making skills;
- Ability to manage competing priorities and meet deadlines;
- Demonstrate a positive "Can-Do" attitude;
- Exceptional verbal and written communication skills;
- Detail-oriented, well organized;
- Ability to readily adapt and be flexible in a changing environment;
- Self - Motivated

INTERNAL APPLICANTS: Please submit your completed resume to your supervisor or directly to People Resources.

EXTERNAL APPLICANTS: Please send resumes to: jobs@goproduce.com and quote the posting number in the subject line.

We thank all those who apply for their interest but only those selected for an interview will be contacted.

Please note that Gambles Ontario Produce Inc., is an equal opportunity employer located in a heritage building with our main office at 165 The Queensway, Suite 240. During the recruitment process, if you require any accommodation please advise your contact and they will make required arrangements.