



Position: Clerical Support Quality Control	Department: Quality Control	
Reports to: Food Safety Manager	Location: Dwight	Posting Number: Ops 04 17

At Gambles, product is everything. We offer the widest assortment of top quality fruits and vegetables for the wholesale, foodservice and retail operator. 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 organization which encompass integrity, respect and team work.

Working at our distribution centre, located at 302 Dwight Avenue 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 Quality Control, Food Safety and Repack departments. Your regular schedule will be 40 hours per week. All candidates must be available to work evenings, weekends and early mornings.

Description

- Preparation of quality control reports and documents;
- Printing of all labels required;
- Providing support to the Quality Control department by assisting with tasks such as transfers, alert emails, returns and inspection requests;
- Maintaining a filing system for all Quality Control, Food Safety and Repack records;
- Food Safety and Repack clerical tasks when needed;
- All projects and tasks assigned by the Quality Control Supervisors.

Minimum Requirements

- High school diploma or GED;
- At least six months previous experience in a fast-paced environment;
- Previous warehouse experience is preferred;
- Minimum 2 years experience in a clerical role;
- Strong computer skills;
- In depth working knowledge of Microsoft Suite Software Package;
- Ability to work with and adhere to deadlines;
- Ability to work in a team environment;
- Flexibility and adaptability to a constantly changing environment;

Health & Safety Requirements

- Understand requirements of OHSA;
- Familiar with use of (PPE) Personal Protective Equipment;
- Familiar with Occupational Health & Safety;



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.