



<b>Position: Operations Clerk</b>	<b>Posting Number: 120117</b>	
<b>Department: Operations, reporting to the Operations Administration and Process Improvement Manager</b>	<b>Location: Dwight Ave., Etobicoke</b>	<b>Start: Dec 1, 2017 End: Dec 10, 2017</b>

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.

Working at our distribution centre, located at 302 Dwight Ave. 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
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- 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
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- 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.

Interested parties should apply to [jobs@goproduce.com](mailto:jobs@goproduce.com)

*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.*