

POSITION TITLE	Packing/Shipping Clerk
STATUS	Part-time (15 hrs/week) - \$20/hr
SUPERVISOR	Clinic Supplies Coordinator

POSITION SUMMARY

This position works directly with the Clinic Supplies Coordinator to ensure that clinics and community partners receive requested materials in a timely manner. This is a part time position that can be completed over the course of 2 or 3 shifts. These shifts are flexible in nature and can be days, evenings or weekends. A consistent schedule of at least one day weekly is required.

THE ORGANIZATION

Based in British Columbia, Options for Sexual Health (Options) is Canada's largest non-profit provider of sexual health services through clinics, education programs, and the Sex Sense information and referral service. Options seeks to provide comprehensive and accurate information, support for sexual expression and reproductive choice, and confidential clinical services that help British Columbians enjoy healthy sexuality throughout life

RESPONSIBILITIES

The Packing/Shipping Clerk:

1. Assembles containers, packs items to be shipped and prepares identifying information and shipping instructions.
2. Maintains quality control of goods by verifying incoming and outgoing shipments, while ensuring all items are in good condition.
3. Reports any damaged items or stocks to supervisor and ensures that they are replaced.
4. Prepares all packages for shipping and delivers to reception before expected arrival of Canada Post.
5. Ensures that items are packed carefully by using packing materials.
6. Makes sure that packed cartons are sealed and labeled appropriately.
7. Keeps secure records of ingoing and outgoing inventory, and ensures all accompanying documentation is present with packed items.
8. Organizes and places stock on shelves and ensures supply room is secure at all times.
9. Assembles External Teaching Kits as required
10. Ensures Nuva ring fridge is in working order.

EDUCATION/ KNOWLEDGE/ EXPERIENCE

- High school graduate or equivalent
- Computer experience
- Experience in finances, accounting, or statistics would be an asset

SKILLS AND ABILITIES

- Commitment to the mission of Options
- Administrative and organizational skills
- Good communication skills, written and verbal
- Ability to work with numbers
- Ability to do heavy lifting
- Ability to work independently and as part of a team

All positions at Options for Sexual Health require a signed commitment to Options for Sexual Health's mission, values, objectives, and confidentiality policy.

Our goal is to be a diverse workforce that is representative, at all levels, of the people we serve. We welcome applications from anyone who may contribute to furthering the mission of the organization, and especially from those who identify as Indigenous, LGBTQ2S+, member of a visible minority or marginalized population, and persons with disabilities. If you are a member of any of these groups, we welcome you to self-identify within your application, cover letter, or resume.

As per the current Public Health Orders (Long Term Care/Seniors Assisted Living Provincial Health Officer Order and the Health Sector Order), as of October 26, 2021, all employees working for Options for Sexual Health must be fully vaccinated for COVID-19. Proof of vaccination will be required.

Thank you for your interest in Options for Sexual Health. We regret that only short-listed candidates will be acknowledged.
