

DIVISION/DEPARTMENT:	Alberta and Northwest Territories	LOCATION:	Edmonton
JOB TITLE:	Merchandise Coordinator	INCUMBENT(S):	Vacant
REPORTS TO:	Member Services Manager		

LEVEL/GRADE:	TYPE OF POSITION:	HOURS:	SALARY RANGE:	APPLICATION DEADLINE:
Support Staff	Part Time Term Employment - up to 1 year	Avg. 30 hours / week Up to 40 hours per week	\$17-25 per hour	July 19, 2019

GENERAL DESCRIPTION:

The Lifesaving Society Alberta and the Northwest Territories Branch is searching for a reliable and task-oriented Merchandise Coordinator. The Merchandise Coordinator will work with the staff team to manage inventory, ship and receive products. They will be responsible for performing a number of administrative duties. The ideal candidate is fit, reliable, professional, and capable of managing their work load and prioritizing tasks in a fast-paced corporate environment.

RESPONSIBILITIES

- Determine method of shipment and prepare bills, invoices and other shipping documents
- Data Entry – Test sheets and awards
- Assemble packages to be shipped, and prepare identifying information and shipping instructions
- Loading and unloading of goods
- Inspect and verify incoming goods against invoices or other documents, record shortages and reject damaged goods
- Unpack and store goods in appropriate storage areas
- Maintain internal record-keeping systems
- Follow safe handling and storage procedures
- Monitor inventory levels
- Coordinate printing of materials
- Maintain an organized warehouse
- Maintain an organized filing system of paper and electronic documents
- Support day-to-day operations
- Perform work in a safe manner meeting Occupational Health and Safety requirements and follow Standard Operating Procedures

QUALIFICATIONS

- Must be at least 18 years of age
- High School Diploma
- Clear Criminal Record Check
- Class 5 Driver's license and access to a personal vehicle for work
- Knowledge of Lifesaving Society programs and services would be an asset

- Ability to lift and move 50 lbs

SKILLS

- Physical strength and stamina to lift and move goods repeatedly
- Friendly and professional demeanor
- Good interpersonal skills
- Knowledge of Microsoft Office and shipping software

PRE-EMPLOYMENT REQUIREMENTS

- Security Clearance
- Drivers Abstract

NATURE OF WORK

- Active
- Frequent lifting of boxes and materials up to 50 lbs
- Use of office equipment and computers
- Manage multiple requests and situations at one time with tight deadlines and frequent interruptions

Please forward any inquiries or your application to:

Kelly Carter, Executive Director
Lifesaving Society Alberta and Northwest Territories
13123-156 Street
Edmonton, AB T5V 1V2
Phone: 780-415-1755
Leeg@lifesaving.org

The Lifesaving Society - Canada's lifeguarding expert - is a charitable organization working to prevent drowning and water-related injury through its training programs, Water Smart® public education, water-incident research, safety management services and lifesaving sport. Annually, more than 1,200,000 Canadians participate in the Society's swimming, lifesaving, lifeguard and leadership training courses