



CAREER OPPORTUNITY

MATERIALS MANAGEMENT CLERK

Location: The Pas, MB

Facility: The Pas Health Complex

JOB POSTING NUMBER	TP-2025-203	POSITION CODE	111-4MM-MH_02
DEPARTMENT	MATERIALS MANAGEMENT & LOGISTICS SERVICES		
JOB STATUS/FTE	Permanent/0.5 FTE	ANTICIPATED SHIFT	D8
HOURLY WAGE	\$22.439 - \$26.014	UNION AFFILIATION	CUPE (Facility Support)

POSITION SUMMARY

The Materials Management Clerk is responsible for shipping/receiving; maintaining inventory of medical/surgical supplies in designated patient-care areas and/or the stores warehouses; facilitating the distribution of medical/surgical and other supplies as requested to user departments and facilities within the Northern Health Region (NHR); actively participating in quality improvement activities within the department and Region.

This position requires provision of service and potential travel within the region.

QUALIFICATIONS

- Grade 12 education or equivalent
- Must have a valid Manitoba Class V driver’s license, access to a vehicle, and willingness to travel the region year round
- Minimum (1) year experience in a Material Management role, preferably in a hospital setting
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook), Materials Handling programs, and Internet
- Satisfactory employment record required
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80. Waived for internal candidates with current checks on file.

For a full listing of qualifications please:

- Internal Candidates: Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,
- External Candidates: Contact Human Resources to request a copy

Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.
Indigenous applicants are encouraged to self-declare when submitting applications & resumes.
We thank all candidates for applying. Only those selected for interview will be contacted.
Using Google Chrome, Apply online at www.northernhealthregion.ca

OPEN UNTIL FILLED

Note: In the event of technical difficulties with the online application, please contact Human Resources at recruitwest@nrha.ca for assistance.