



## SHIPPING/RECEIVING CLERK

### **The Organization**

Welcome Hall Mission is a non-denominational, Christian humanitarian organization that has been serving Montreal's needy since 1892. This organization is in full expansion, with a dynamic team.

### **The Position**

Reporting to the Warehouse Manager, the Shipper/Receiver is responsible for receiving, shipping, stocking and distributing foodstuffs, maintenance items, clothing, etc., in an efficient and a timely manner, with a principal focus on supplying all of the needs of the Mission's three kitchens.

### **The Candidate**

An active Christian, the ideal candidate should have warehouse experience, good organizational and interpersonal skills. His ability to supervise and to use lift truck equipment are great assets. Particular attention will be given to individuals with a minimum of 2 years work experience in the field.

### **Salary**

This is a full-time position, 37.5 hours/week. Please include your salary expectations in your application.

Interested candidates may submit a letter of application (via e-mail, mail or fax), along with their resume to the attention of Ms. Jocelyne Fredette at the address shown below.

### **Welcome Hall Mission**

606, De Courcelle, Montreal, Qc. H4C 3L5

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Email: [jfredette@missionba.com](mailto:jfredette@missionba.com) •Web site: [www.missionbonaccueil.com](http://www.missionbonaccueil.com)

Please do not call. Only the candidates that are considered will be contacted.