
Calgary Humane Society is a dynamic, non-profit organization whose purpose is to create a more humane world. As an organization, we act with **Compassion**. We work hard to build **Trust**. And we thrive through **Collaboration**. We take pride in fostering an open, inclusive, creative, and supportive environment.

If your beliefs and values align with ours, we welcome you to apply for any open positions we have on our team.

Calgary Humane Society is an equal opportunity organization. We welcome diversity and appreciate the value of the broad range of perspectives we see from different backgrounds and experiences.

Position Title:

Receiving Attendant – Part Time

Monday, Tuesday, Wednesday 8:00AM to 2:30PM | 18 hours per week

***This position may be combined with the Call Centre Attendant role for candidates who meet the requirements of both positions. Please indicate in your cover letter if you are applying for both roles.**

Reporting to the Director of Finance, and working with the Finance and Maintenance teams, the Receiving Attendant is responsible for incoming shipments to ensure the accuracy, completeness, and condition of shipments. When needed, the Receiving Attendant will operate a forklift, CHS vehicle, or other equipment to load, unload, transport, and store goods.

Duties:

- Review incoming shipments to ensure the accuracy, completeness, and condition of shipments, agree quantities received to packing slips, and work closely with the Finance team for inventory management
- Operate a forklift, CHS vehicle, or other equipment to load, unload, transport, and store goods
- Perform spot inventory counts of animal food and supplies ahead of weekly order
- Reorganization and rotation of food inventory and expiring products to ensure inventory follows the first-in-first-out inventory management model
- Update UPC and barcode information in the inventory management software.
- Ensure the shipping/receiving area is organized and clean at all times and meets all OH&S regulations
- Assist with physical donations, including distributing goods to departments, stocking food bank and rescue shelves, and coordinating donation pick-ups from rescue organizations
- Assist with creation of food hampers for clients requesting assistance of our food bank program
- Assist Maintenance Attendant with miscellaneous tasks or errands as required
- Other duties as assigned

Position Requirements:

- Previous receiving experience required
- Forklift use experience considered an asset
- Minimum High School Diploma
- Must have at least 3 years driving experience with a Class 5 Graduated Driver's License and/or Class 5 Driver's License with a 5-year clean driver's abstract
- Physically capable of, and comfortable handling a variety of species including but not limited to: cats, dogs, rabbits, birds, reptiles in order to assist with cleaning and feeding of animals when required
- Good communication skills, both verbal and written
- Excellent attention to detail in all areas of work
- Exceptional organizational skills and the ability to manage a wide range of tasks and competing priorities
- Strong work ethic and positive attitude
- Ability to work independently with minimal supervision and in a team environment with a willingness to jump in and assist other teams when required
- Physically capable of lifting up to 50lbs and ability to do frequent lifting and/or carrying of objects
- Other frequent physical demands are as follows:
 - Lifting, carrying, pushing and/or pulling
 - Climbing (ladders), and/or balancing
 - Stooping, kneeling, crouching
 - Reaching
- Some exposure to elements such as weather, noise, dust, odours, fumes and oils
- Must practice safe work habits including awareness of safety regulations and requirements
- Genuine concern for the welfare of animals
- Successful candidate will be required to provide a Police Information Check at their own expense to be arranged by CHS

Closing date: May 29, 2023

Please submit your cover letter and resume, indicating the job title in the subject line, to careers@calgaryhumane.ca.

Please include your hourly wage expectation in your application.

We thank all applicants for their interest however only those selected for an Interview will be contacted. No phone calls please.