



## Inbound Operations Clerk

Reports To Inbound Warehouse Supervisor

Location Ottawa, ON

Type Full-Time, Salaried

Closing Date May 22, 2023

### Company Overview

Sysco connects the world to share food and care for one another, leading from the heart of food and service to deliver the freshest of foods and ideas to restaurants, healthcare and educational facilities, lodging establishments and other customers who prepare meals away from home. Our customers can count on us to deliver on-point products and solutions since only Sysco is the global leader, sitting at the heart of innovation supply, delivery, culinary and more.

With over 57,000 colleagues and a fleet of over 13,000 vehicles, Sysco operates approximately 326 distribution facilities worldwide and serves more than 625,000 customer locations. For fiscal 2022 that ended July 2, 2022, the company generated sales of more than \$68 billion USD.

Sysco, one of Canada's Best Employers 2022, as listed by Forbes, is dedicated to our global corporate social responsibility goals and to creating a diverse and inclusive workplace. We offer our colleagues the opportunity to grow personally and professionally, to contribute to the success of a dynamic organization, and to serve others in a manner that exceeds their expectations.

Sysco is more than just a place to work. Our passion for food and our customers has made us the industry leader. To remain on top, we will continue to think bigger, work harder and never give up.

Are you ready to drive success? Join our winning team.

For more information, visit [www.sysco.ca](http://www.sysco.ca) or follow us @SyscoCanada at facebook.com/SyscoCanada; twitter.com/SyscoCanada or instagram.com/SyscoCanada

**For a full list of opportunities, visit [www.sysco.ca/careers](http://www.sysco.ca/careers)**

### **Role:**

This position supports all warehouse clerical activities on the inbound shift including providing support to the Inbound Supervisor. Additional responsibilities include data validation, report creation, some data entry and creating invoices.

### **Role Responsibilities:**

- Organizes and manage workflow of Sysco Warehouse Management System (SWMS), Sysco Order Selection System (SOS), Sysco Loading System (SLS), locating missing inventory, Syntelic, Sysco Transportation System (STS), Engineered Standards
- Provides clerical support to the Operations team in an accurate and timely manner.
- Data entry and report generation for the warehouse and transportation teams
- Prepare general communications for distribution within the Operation (dispatching times etc.)
- Assist in safety reporting, data entry, KPI tracking, product weight collection, and pallet audits and product investigations.
- Administer organizational practices when coordinating work to order selectors, forklift operators and loaders
- Prepare paperwork packages for all delivery associates
- Is willing to work safely with minimal environmental impact and understands the importance of reporting all hazards, incidents, and environmental spills immediately to their Supervisor.
- Understands that they play an integral role in their own safety and that of their colleagues and is willing to speak out when hazards are present.
- Perform other duties as assigned.

### **Qualifications/Skills/Job Requirements:**

- At least 1 year of experience in distribution environment
- 1+ years of experience with ERP or Warehouse Management Systems (WMS).
- High School Diploma
- Basic proficiency in Microsoft Office (intermediate is preferred)
- Willing and able to work non-standard hours

Internal candidates apply via the Career Centre on your HR Portal / ADP Workforce Now.  
External candidates submit cover letter & resume via [www.sysco.ca/careers](http://www.sysco.ca/careers)

**Our Purpose** Connecting the world to share food and care for one another

**Our Mission** Delivering success for our customers through industry-leading people, products, and solutions

**Our Identity** Together we define our future of foodservice and supply chain

Sysco is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

**Here's a sample of the many benefits Sysco associates enjoy:**

Comprehensive Flexible Benefits including Health and Dental, Health Care Spending and Wellness Accounts • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan • Group RRSP • Employee and Family Assistance • Stock Purchase Plan • Unlimited on-line learning through Sysco Interactive University • Sysco product discounts • Preferred vendor discounts • Associate Resource Groups  
(\*benefits may vary based on location or bargaining unit)