

Job Title:

Warehouse Worker

Location:

The National Printing Bureau, 45 Boulevard Sacre-Coeur, Gatineau, Quebec.

Base Salary:

\$22-25 (dependant on experience)

The Client:

The team within the federal government department is responsible for supporting all the classified networks for the department. The Supply Section facilitates their procurement files & provides essential logistical support.

Key Responsibilities:

- Duties related to Materiel Management and warehouse operations
- Receipt materiel & update records.
- Verify incoming shipments have the correct materiel and quantities and process any discrepancies quickly and properly.
- Issue materiel in line with demands and entitlements.
- Ensure materiel is properly packaged and identified in storage
- Move materiel safely and efficiently in order to protect materiel

What you must bring to this role:

- Must currently hold a valid Reliability-level clearance with the federal government of Canada through PSPC.
- Must be willing to work on-site 5 days/week.
- Must have a minimum of **1 year's experience with Materiel Management within the past 5 years.**
- Must have 6 months of experience with IT Hardware & Software procurement and materiel management.
- Must be capable of lifting up to 45 lbs.
- Must have 6 months of experience working in a warehouse environment

Only those who are qualified will be contacted.

This is for a contract role, beginning asap until the end of October 2026.

This is how the mandatory requirements in my contract are written:

- **M1:** Must clearly demonstrate 6 months of experience with >\$25k procurement within the past 5 years (not necessarily putting in the orders themselves, but receiving orders that totalled more than \$25k, even if they were separate orders, would qualify).
- **M2:** Must clearly demonstrate 1 year of experience with Materiel Management within the past 5 years.
- **M3:** The bidder's proposed resource must have 6 months of experience with IT hardware & software procurement and materiel management.
- **M4:** The bidder's proposed resource must be capable of lifting up to 45 lbs.
- **M5:** The bidder's proposed resource must have 6 months of experience working in a warehouse environment (not necessarily a warehouse, as long as there were big deliveries).