

INVENTORY ASSISTANT

Term: Immediately to March 31, 2023 *with possibility of extension

Work Location: Elections Manitoba Warehouse 766 Pandora Ave E, Winnipeg, MB

Salary: CL1, Step 3, \$16.00/hour

Closing Date: September 30, 2022

Elections Manitoba is seeking four (4) Inventory Assistants to help prepare election materials for shipment to all electoral divisions. Duties include loading, unloading sorting and packaging election supplies using detailed packing lists. This is a 6-month term position beginning immediately.

QUALIFICATIONS

- High school education or equivalent is preferred
- Previous warehouse or general labour experience is preferred
- Basic reading, writing and arithmetic skills with an emphasis on accuracy
- Experience working effectively with others under tight deadlines
- Remain impartial in all dealings during an electoral event and not engage in any partisan activity.
- Ability to lift 50 pounds
- Time management and organizational skills
- Ability to work with minimal supervision

CONDITIONS OF EMPLOYMENT

- The incumbent must be, and remain, politically non-partisan in both perception and fact.
- Must be legally entitled to work in Canada.
- Must provide steel toed work boots.

SEND YOUR APPLICATION TO

Recruitment Coordinator
Elections Manitoba
120-200 Vaughan Street, Winnipeg, MB R3C 1T5
Email: recruitment@elections.mb.ca

For more information, please email recruitment@elections.mb.ca, or phone Dawn at 204-945-8194.

Only those who are selected for further consideration will be contacted for an interview.