



Welcome Hall  
MISSION

# INVENTORY CONTROL CLERK (NON FOOD WAREHOUSE)

Established in 1892, Welcome Hall Mission has become the largest doorway to help for Montrealers in need. Motivated by respect and human dignity, the Mission has developed a wide range of services to tackle the very real issues of social exclusion. When you join the team at Welcome Hall Mission, you will help eliminate hunger in Montreal and help provide housing to people who don't have are experiencing homelessness. You also help people reintegrate into society and find employment, provide assistance to at-risk moms and work with young people to get them off the street. Through your work at Welcome Hall Mission, you give hope to people who have lost it.

## A CAREER THAT SUITS YOU

Are you looking for a stimulating job where you can contribute to a great cause? You like a dynamic environment and teamwork. The position of Inventory Control Clerk (non-food) is made for you! As part of your role, you will actively participate in the daily reception of non-food donations as well as the supply of our shelters with products to help our clients. Are you hard working and not afraid of a challenge? Join our team now!

## Primary duties and responsibilities

- Inventory management and control for the non-food component
- Ensure that receipts and shipments are made according to established procedures
- Participate in cyclical inventory taking
- Plan the work of volunteers and ensure their supervision
- Participate in the planning and preparation of various large-scale annual events
- Any other related task

## WHAT WE ARE LOOKING FOR

### Required qualifications

- Minimum of one (1) year experience in a similar position
- College level education in a relevant discipline
- Strong computer skills, particularly in the Office suite
- Fluency in French and English, both oral and written

### Skills

- Demonstrate initiative, autonomy and good judgment
- Organizational skills and ability to prioritize under pressure
- Ability to work in a team and to maintain good interpersonal relations
- Excellent analytical skills and ability to solve problems effectively
- Salary and benefits

## Salary and benefits

Welcome Hall Mission offers competitive pay and a full benefits package.

**JOIN THE TEAM AND MAKE A DIFFERENCE!**

Send us your resume at [cv@missionba.com](mailto:cv@missionba.com)

## LOCATION

606 DE COURCELLE ST.  
MONTREAL

## SCHEDULE

FULL TIME  
(37.5 H/WEEK)

## TYPE OF POSITION

PERMANENT

## DEPARTMENT

WAREHOUSE