

Materials Management Technician – Southern Health

Position Summary: Reporting to the Regional Materials Manager, the Materials Management Technician is responsible for the ordering, receiving, storage, and distribution and delivery of supplies and equipment for facilities in the region.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

Qualifications:

- Grade 12 Education minimum
- Proficiency with Microsoft Office Applications (Word, Excel) and Email
- One (1) year relevant experience in a Materials Environment
- Previous experience working with MS Dynamics GP (Momentum) is considered an asset
- Given the cultural diversity of our region, the ability to respect and promote a cultural diverse population is required
- Demonstrated ability to meet the physical and mental demands of the job
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Good work and attendance record