

Join our team as a Supply Distribution Attendant!

Supply Attendants are key members of the supply chain and are responsible for the maintenance of service levels for all supplies in all clinical areas and other supported sites across The Ottawa Hospital. Supply Attendants work to make sure the areas assigned to them are being properly serviced with all supplies, and any of the other requirements which would come from the Supply/ Logistical Services.

**The Ottawa Hospital is accepting resumes for upcoming casual (On-Call) positions.** Position may be located at either the Civic, General, Riverside Campus or other TOH Satellite locations.

**Rotation - Various Shifts.**

Minimum availability requirements: 2/3 weekends, 8 weeks during the period from June 1 to September 30, and five shifts between December 23 and January 3, inclusive of either Christmas Day, Boxing Day or December 31 / New Year's Day.

**About The Ottawa Hospital:**

Inspired by research and driven by compassion!

The Ottawa Hospital (TOH) is one of Canada's largest learning and research multi-campus hospitals. With more than 1,100 beds and approximately 12,000 staff members, we deliver specialized care to the Eastern Ontario region.

From the compassion of our people to the relentless pursuit of new discoveries, The Ottawa Hospital never stops seeking solutions to the most complex health-care challenges while continually engaging with the community to support our vision for better patient care.

Working together with its research institute, the University of Ottawa, and other partners, the hospital is continually gaining national and international recognition for high-quality patient care, teaching and research, while striving to meet the needs of the culturally diverse community we serve.

**What you can expect from us:**

The Ottawa Hospital is committed to providing a healthy, safe, and inclusive work environment for everyone. We are driven by our purpose to provide each patient with the world-class care, exceptional service and compassion we would want for our loved ones.

We offer an attractive and equitable compensation package including a comprehensive benefits package, a Defined Benefit Pension (DBP) plan, and insurance protection. We also offer discounts from choice providers on a variety of products and services.

The Ottawa Hospital provides various Health and Wellness resources as well as opportunities for personal and professional development opportunities from our in-house Learning and Leadership Development team to help align your goals with your career objectives.

**What you will do:**

- Counting and verify all supply items provided with hand held scanners to produce and process orders and verify that the created orders have been received into the supply system;
- Responsible for top up replenishment and stock rotation to ensure supplies are kept current and are rotated;
- Provide support to the clinical and support areas to make sure all supplies and equipment needs are being met;
- Track shortages and discrepancies from the warehouse and report the findings to make sure shortages and quality issues are addressed through the supply chain and central distribution centre.

**What you will bring:**

- Grade 12 or equivalent (ie. G.E.D test);
- Either the "Principles of Inventory Control" or "Principles of Logistics" course from the PMAC Program OR equivalent;
- OR One (1) year of experience in an inventory control environment;
- Eligible to work in Canada.

**Interested? Apply today!**

If you are passionate about what you do, motivated by improving the health of the community, excited by leading-edge medical technology, and as committed to excellence, quality and patient safety as we are, we would like to hear from you. Please submit an on-line application for the position through <https://www.ottawahospital.on.ca/en/career-opportunities/>. We thank all those who apply but only those selected for further consideration will be contacted.

The Ottawa Hospital is an equal opportunity employer. Upon request, accommodations due to a disability are available throughout the recruitment process.

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