



brookstreet

work · play · getaway

## Shipping & Receiving Clerk

This 276 room luxury hotel is located in the heart of Ottawa's high tech community and is guaranteed to offer unique experiences for guests and employees alike. Are you ready to break the bonds of typical chain-affiliated hotel regimes and drive innovation in your area of expertise?

This is an exciting opportunity for a highly motivated individual to join our team and work closely with our Purchasing and Logistics agent in achieving our goals!

### Requirements

- Availability for all shifts Monday to Friday 8am to 12pm
- Works well independently and in team-environment
- Self-motivated, detail-oriented
- Good interpersonal communication skills
- Organized
- Effective workload and time management
- Demonstrates flexibility
- Maintains accurate and detailed records
- Exercises initiative
- Ability to multi-task

### Position Profile

- Coordinate the shipping and receiving of hotel goods
- Organize/stock supply area
- Assist the Purchasing and logistics agent in achieving the goals of the organization
- Requires some heavy lifting and working within a fast passed environment.
- Responsible for accurately and efficiently logging-in and shipping time-sensitive materials
- Handle with care any fragile packages received to prevent or reduce breakage or loss
- Perform other duties, tasks, and projects as assigned
- Communicate with key contacts as follows: Purchasing and Logistic, Accounting, Department Managers/Purchasing Managers, Vendors, Hotel Guests & Visitors