



## Outbound Operations Clerk (6 Month Contract)

Reports To	Outbound Warehouse Manager	Location	Lakeside, NS
Type	Contract Salary, Full Time	Closing Date	July 28, 2020

### Company Overview

Sysco is the global leader in selling, marketing and distributing food products to restaurants, healthcare and educational facilities, lodging establishments and other customers who prepare meals away from home. Its family of products also includes equipment and supplies for the foodservice and hospitality industries. With over 69,000 associates, the company operates more than 320 distribution facilities worldwide and serves more than 650,000 customer locations. For fiscal 2019 that ended June 29, 2019, the company generated sales of more than \$60 billion.

Sysco, one of Canada's Best Employers 2019, as listed by Forbes, is dedicated to our global corporate social responsibility goals and to creating a diverse and inclusive workplace. Join our winning team.

For more information, visit [www.sysco.ca](http://www.sysco.ca) or follow us @SyscoCanada at facebook.com/SyscoCanada; twitter.com/SyscoCanada or instagram.com/SyscoCanada

**For a full list of opportunities, visit [www.sysco.ca/careers](http://www.sysco.ca/careers)**

### **Role:**

This position supports all warehouse clerical activities on the outbound shift including providing support to the Outbound Warehouse Manager and Supervisors. Additional responsibilities include data validation, report creation, some data entry and creating invoices.

### **Role Responsibilities:**

- Organizes and manage workflow of Sysco Warehouse Management System (SWMS), Sysco Order Selection system (SOS), Sysco Loading System (SLS), locating missing inventory, Syntelic, Sysco Transportation System (STS), Engineered Standards
- Provides clerical support to the Operations team in an accurate and timely manner.
- Data entry and report generation for the warehouse and transportation teams
- Prepare general communications for distribution within the Operation (dispatching times etc.)
- Assist in safety reporting, data entry, KPI tracking, product weight collection, and pallet audits and product investigations.
- Administer organizational practices when coordinating work to order selectors, forklift operators and loaders
- Prepare paperwork packages for all delivery associates
- Is willing to work safely with minimal environmental impact and understands the importance of reporting all hazards, incidents, and environmental spills immediately to their Supervisor.
- Understands that they play an integral role in their own safety and that of their colleagues and is willing to speak out when hazards are present.
- Perform other duties as assigned.

### **Qualifications/Skills/Job Requirements:**

- Minimum 1-year experience in distribution environment
- Exposure to ERP or Warehouse Management Systems is required.
- High School Diploma
- Basic proficiency in Microsoft Office (intermediate is preferred)
- Willing and able to work non-standard hours (hours are Sunday – Thursday 6:30PM – 3AM)

Internal candidates apply via the Career Centre on your HR Portal / ADP Workforce Now.  
External candidates submit cover letter & resume via [www.sysco.ca/careers](http://www.sysco.ca/careers)

**Sysco's Values:** Integrity | Excellence | Teamwork | Inclusiveness | Responsibility

**Sysco's Vision** is to be our customers' most valued and trusted business partner.

We offer our associates the opportunity to grow personally and professionally, to contribute to the success of a dynamic organization, and to serve others in a manner that exceeds expectations.

Sysco is committed to Employment Equity. Accommodations during the recruitment process are available upon request for candidates with disabilities.

**Here's a sample of the many benefits Sysco associates enjoy:**

Comprehensive Flexible Benefits including Health and Dental, Health Care Spending and Wellness Accounts • Short-Term and Long-Term Disability • Life Insurance • Company Pension Plan • Group RRSP • Employee and Family Assistance • Stock Purchase Plan • Unlimited on-line learning through Sysco Interactive University • Sysco product discounts • Preferred vendor discounts • Free on-site parking • Employee appreciation events • (\*benefits may vary based on location or bargaining unit)