



# Warehouse Clerk

## WHO WE ARE

CFMWS. A job with purpose. Our 4000+ person strong organization champions a healthy, fun, creative and active lifestyle for Canadian Armed Forces members, Veterans and their families. Help us deliver a variety of recreation and fitness programs, offer family support, organize charity events and make sure our members access retail, travel and banking discounts and customized financial services. At Canadian Forces Morale and Welfare Services (CFMWS), we love what we do. And we live it too.

**SALARY:** 13.33 Euro Per Hour

**LOCATION:** Geilenkirchen, Germany – NATO BASE

**POSITION TYPE:** Permanent Part Time  
Up to 30 Hours Per Week

## THE ROLE

Under the supervision of the Warehouse Supervisor, the Warehouse Clerk is responsible for the shipping, receiving, verifying, pricing and security of merchandise. The Warehouse Clerk prepares merchandise requisition forms and discrepancy reports for any damages or shortages. They participate in preparation and actual stocktaking. Schedules may vary, depending on needs of the business, which can include weekends.

## QUALIFICATIONS NEEDED

### Education, Certifications and Licenses

High School diploma AND some experience in a related field

OR

An acceptable combination of education, training and experience will also be considered

A Valid Forklift license(Preferable)

A Valid Forklift Operators license (Optional)

### **Experience**

- In shipping and receiving, warehousing, and pricing of merchandise
- In shelves stocking & in building display
- In minor maintenance and repair & assembling merchandise
- in operating a forklift & driving vehicles to move, pick up and deliver various products
- in using software for word processing, spreadsheets, presentations, databases, email and internet browsing

### **Competencies**

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

### **Skills and Abilities**

- Receiving, shipping, stock ordering, pricing & warehouse procedures
- Maintaining files & records
- Stock ordering & Warehouse procedures
- Health and safety practices

### **LANGUAGE REQUIREMENTS**

English Essential / German an asset

### **BENEFITS AVAILABLE**

**Health Benefits:** Accidental Death and Dismemberment coverage.

**Work Life Balance:** Unpaid leave, including vacation pay.

**Learning and Development:** Online learning opportunities including a LinkedIn Learning subscription and second language training.

## OTHER INFORMATION

### Open to:

Dependents of serving NATO Military or Civilian Component members, who are not nationals of any state, which is not a party to NATO or citizens, or residents of host nation.

### Conditions of Employment:

NATO ID holders

This is an on-site position with an assigned work location.

## START DATE

As soon as possible

## INCLUSION AND ACCOMMODATION

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. Workplace accommodation measures are available to all candidates identifying a need during the selection process.

**To apply, scan the QR code which will take you to the application page.**



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