



## Job Posting

**Position:** Warehouse Associate (Shipping)  
**Department:** Operations  
**Reports to:** Manager, DC Operations  
**Location:** Distribution Centre, Oakville

Plexxus serves a diverse group of hospitals consisting of specialty, community based, academic and research hospitals. Plexxus Member hospitals include: Holland Bloorview Kids Rehabilitation Hospital, Lakeridge Health, North York General, Sinai Health System, St. Joseph's Health Centre, Scarborough and Rouge Hospital, Sunnybrook Health Sciences Centre, Toronto East Health Network, University Health Network, and Women's College Hospital. Plexxus Customer hospitals include: Campbellford Memorial Hospital, Haliburton Highlands Health Services, Mackenzie Health, Markham Stouffville Hospital, Northumberland Hills Hospital, Peterborough Regional Health Centre, Ross Memorial Hospital, Royal Victoria Regional Health Centre, Southlake Regional Health Centre, and Stevenson Memorial Hospital.

Plexxus provides the following services to its hospitals:

- Transactional Services- distribution, in hospital logistics, purchasing, accounts payable, customer service, product support
- Strategic Services - sourcing, spend management, supplier management, contract management, innovation & strategic partnerships
- Support and Enablement Services - finance & corporate services, customer relationship management, information technology

The value proposition to Plexxus hospitals has three elements:

- Financial Value - *contribute* to offsetting increasing fiscal pressures by generating savings for our hospitals and managing the cost of our services
- Strategic Value - *enable* collaboration and future value creation by leveraging shared resources
- Operational Value - *support* the ability to focus on delivering patient care by providing excellent service

**VISION:** Plexxus is the leading shared service organization in Canadian healthcare

**MISSION:** Plexxus relentlessly delivers value to its Members and Customers through service excellence

**VALUES:** Excellence, Responsive, Accountable, Collaborative

### Job Summary:

- The primary responsibilities of the Warehouse Associate (Shipping) will include picking and packing of client(s) product, movement of product within the facility and subsequent shipping of



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product out of the facility as per our goal of 100% accuracy. As well, the Warehouse Associate (Shipping) will be responsible for housekeeping in the warehouse facility.

### Job Functions:

- Picks orders on both paper and electronically using RF scanners.
- Informs Distribution Lead/Distribution Centre Operations Manager in a timely manner, of Inventory issues, which may affect the smooth operation of the warehouse facility (i.e. damaged goods, missing stock, etc.).
- Assists in marshalling area to prepare completed orders for transport.
- Replenishes stock locations to ensure that primary pick locations are kept fully stocked.
- Assists with cycle counts and root cause analysis.
- Performs required inventory counts.
- Completes housekeeping tasks in the warehouse.
- Critically evaluates environment and procedures and offer suggestions to increase safety and efficiency in the warehouse.
- Other related duties, as assigned.

### Experience:

- Pick/pack experience and material handling experience working in a fast-paced warehouse / distribution environment would be an asset.

### Education:

- Secondary School Graduation Diploma or recognized equivalent.

### Competencies:

- **Customer Focus:** genuine desire to meet customer needs and expectations
- **Team Focus:** highly-organized, self-motivated team player
- **Communication Skills:** required to ensure smooth running of operation and alleviate potential inventory issues
- **Computer Skills:** basic computer knowledge in a Windows environment
- **Technical Skills:** strong mathematical and literacy skills, complemented by excellent visual accuracy
- **Awareness:** be aware of surroundings and inform management of hazardous situations/processes to improve safety
- **Accuracy:** essential to ensure right content in outbound shipments, increasing customer satisfaction and resulting in a lower return rate
- **Ability to Meet/Exceed Deadlines:** ensures customer satisfaction and timely processing of orders; meets or exceeds the established productivity measure

### Working Conditions:

- Work is performed in a modern warehouse environment.



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- Large proportion of shift (85 – 90%) spent standing or walking in warehouse.
- Ability to lift up to 50 lbs. on a regular basis

Interested candidates please apply by resume to Plexxus Human Resources at [careers@plexxus.ca](mailto:careers@plexxus.ca).

While Plexxus thanks all applicants, we advise only those who qualify for an interview will be contacted. Plexxus is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).