



The Mission of Nipigon District Memorial Hospital is to deliver excellence in rural health care with our partners for all residents in our communities.

STORES CLERK

BARGAINING UNIT: UNIFOR

SALARY: as per Collective Agreement

START DATE: ASAP

WORK STATUS: Casual

POSTING DATE: September 17, 2025

CLOSING DATE: Open Until Filled

Nipigon Hospital is committed to delivering health care in a manner that is consistent with our Philosophy that *"patients, residents and their families are at the centre of everything we do."* Applicants are required to demonstrate knowledge, understanding, and commitment to this philosophy of care.

QUALIFICATIONS:

- Secondary School Diploma or equivalent
- Experience in purchasing department setting including supply chain work related skill, knowledge and experience an asset
- Organizational skills with knowledge of computerized inventory and purchasing system
- Excellent communication and interpersonal skills demonstrating a professional manner at all times
- Sustained concentration and ability to multi task
- Ability to work independently
- Required to plan, negotiate, directly, control and monitor activities with flexibility and accountability
- Capable of frequently lifting, pushing, pulling and/or reaching for objects
- Excellent attendance record

DUTIES:

- Prepare and/or review purchase requisitions/orders as required
- Source price quotations and prepare purchase requisitions/orders
- Process purchase requisitions/orders within purchasing authority
- Generate and/or review inventory reports
- Match purchase requisitions/orders with invoices and forward to accounts for payment processing
- Expedite and follow up with suppliers to schedule deliveries, resolve material, value discrepancy, outstanding and overdue delivery of orders, and return of materials
- Responsible for accurately performing all receiving and delivery functions for the Hospital and any other site associated with the Hospital
- Maintain an organized, clean, and safe purchasing department at all times.
- Ensure current MSDS / SDS documentation
- Will work on department projects as assigned, in a timely and efficient manner

SUBMIT APPLICATION TO:

Casey Clearwater, HR Generalist

Nipigon District Memorial Hospital, Box 37, 125 Hogan Road

Nipigon, ON P0T 2J0 Email – careers@ndmh.ca

We thank all applicants; however only those selected for an interview will be contacted.

Nipigon District Memorial Hospital is an equal opportunity employer. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.