

Shipping and Receiving Clerk

The Research and Productivity Council (RPC) is New Brunswick's provincial research organization, a research & technology organization that offers analytical services and applied research. In business since 1962, we serve over 1000 clients annually from our locations in Fredericton, And Moncton, New Brunswick. RPC offers a challenging work environment where you will be performing work impacting public health and safety.

RPC has an immediate opening for a **Shipping and Receiving Clerk** at our Fredericton location. The successful individual will be involved in various aspects of shipping and receiving logistics as well as interfacing with our clients, couriers, and internal service departments.

THE IDEAL CANDIDATE FOR THIS POSITION WILL HAVE:

- a high school diploma
- a positive, flexible attitude;
- strong computer skills;
- tolerance for physical lifting;
- willingness to learn to operate a forklift (occasional requirement);
- aptitude for working effectively in a fast-paced environment

THE FOLLOWING WILL BE CONSIDERED ASSETS BUT ARE NOT REQUIREMENTS:

- Bilingual
- University degree or community college diploma in logistics

This position is regular full time. Normal working hours are Monday-Friday from 8:15am to 4:30pm. Flexibility and the ability to work occasional overtime are required. Compensation for this position is \$37,000 to \$47,000 pending qualifications and experience. RPC offers paid leave, top up for maternity leave, wellness credits, health and dental coverage and membership in the Provincial Shared Risk Pension Plan

TO APPLY:

Please email a covering letter and résumé quoting reference **#SR1023** to careers@rpc.ca on or before **November 10, 2023**.

Review of applications will begin as soon as possible and will proceed until a suitable candidate is identified. Only those applicants chosen for an interview will be contacted.

RPC is committed to the principles of employment equity, inclusion and diversity.

