



Employment Opportunity

Clerk, Materials Management, Casual Position Available

The Materials Management Clerk receives and checks supplies delivered to the Hospital, issues supplies to departments as required, and posts inventory and receiving into the computerized materials management information system. The Materials Management Clerk is also responsible for the organization, inventory and copying of a wide variety of forms. Graduate of an approved course in Materials Management through Ontario Public Buyers Association (OPBA), National Institute of Governmental Purchasing (NIGP), or Purchasing Management association of Canada (PMAC) would be an asset. Computer skills related to Microsoft Excel and knowledge of computerized inventory management system required.

If you are interested in being part of a unique community dedicated to excellence in patient care, qualified applicants are invited to submit their resumes to hr@renfrewhosp.com or Julia Boudreau, V.P. Corporate Services, Renfrew Victoria Hospital, 499 Raglan Street North, Renfrew, Ontario, K7V 1P6. Although we appreciate all responses, only those candidates selected for interview will be contacted. A vulnerable sector check completed within the past six months is a requirement for employment at RVH.

RVH is an equal opportunity employer, committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at (613) 432-4851 for assistance.