



Position: Material Control Clerk	Union/Non-Union: CUPE
Job Status: Casual	Hourly Rate: \$24.95 - \$26.60
Reports to: VP Finance & CFO	Start Date: ASAP

Almonte General Hospital and Carleton Place & District Memorial Hospital created the Mississippi River Health Alliance (MRHA) in 2016 to formalize their commitment to work together to improve each patient and resident’s overall health care experience through a strong, coordinated system of care. An integrated Senior Team leads the two Hospitals, as well as Fairview Manor and Lanark County Paramedic Service which are operating divisions of AGH. Over 600 caring staff, physicians and midwives provide excellent primary, acute and long-term care to citizens of Lanark County, West Ottawa and Renfrew County.

We are currently seeking a **Casual Material Control Clerk**. The incumbent is responsible for ensuring the efficient operation of the hospital’s stores department. This includes ensuring that the right products at the best price are received at the right time and that stores records accurately reflect the physical inventories on hand. This is a physically demanding position.

Basic Requirements:

- Successful completion of Grade 12.
- A minimum of two year’s previous experience in a purchasing related position, a computerized environment.
- Demonstrated working knowledge of computerized management information systems and data entry.
- Demonstrated excellent oral and written communication skills.
- Demonstrated knowledge of accounting principles.
- Demonstrated ability to plan, set priorities, meet deadlines and implement change.
- Demonstrated ability to make sound judgements and decisions.

Preferred Qualifications:

- Previous experience in a hospital environment.
- Successful completion of related courses in materials management.

Qualified candidates are invited to submit their resumes to:

Human Resources: careers@mrha.ca

We thank all candidates who apply. Only those selected for an interview will be contacted.

We are committed to inclusive and accessible employment practices – If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.

Please note that according to the MRHA Vaccination Policies, all applicants must be fully vaccinated unless they can provide the proof of a valid medical contraindication or exemption on the basis of protected grounds under the Ontario Human Rights Code in order to be considered for any staff or volunteer opportunities. Upon hiring, applicants must provide the proof of either government issued documentation proving they have been fully vaccinated, or present supporting documentation of a valid medical contraindication or exemption under Ontario Human Rights Code.

Mississippi River Health Alliance (MRHA) is committed to fostering a culture of diversity, equity, inclusion and belonging. We believe that embracing diversity in all its forms enriches our workplace and enhances the quality of care we provide to our patients, residents and community. We are dedicated to creating an environment where every individual feels valued, respected and supported regardless of race, ethnicity, gender, sexual orientation, religion, age, ability or background. We aim to create a workplace where everyone can thrive and contribute to our shared mission of providing integrated health care that meets the evolving life-long needs of our communities.