



Carleton Place & District Memorial Hospital

The Carleton Place & District Memorial Hospital is a 22 bed rural hospital with an outstanding record of performance, fiscal responsibility and quality patient care. Our Hospital serves the growing communities of Carleton Place, Beckwith Township, Mississippi Mills and Ottawa West. We have partnered with the Almonte General Hospital to form the Mississippi River Health Alliance, an integrated model of shared hospital administration.

MATERIAL CONTROL CLERK CASUAL POSITION

The Stores Department has an immediate opening for a CASUAL MATERIAL CONTROL CLERK. Reporting to the Integrated Controller, 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.

QUALIFICATIONS:

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

APPLICATION INFORMATION:

Email: jobs@carletonplacehosp.com

Human Resources

Carleton Place & District Memorial Hospital

211 Lake Avenue East, Carleton Place, ON K7C 1J4

We wish to thank all who apply but only those applicants selected for an interview will be acknowledged.

All staff will support and promote a culture of patient and family-centered care. It is an expectation that you will provide safe, high quality patient care and service. This will be achieved by, but not limited to, taking a problem solving approach to your work, using sound judgment, acting appropriately to ensure safety and taking the initiative to improve care and service.

The Carleton Place & District Memorial Hospital is an equal opportunity employer. If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.