

Job Description: Shipper/Receiver

Division: Lottery
Reports to: Lottery Manager
Location: Saskatoon
Term Position: May 2018 – February 2019

Job Purpose

To assist the Beneficiary Organizations in meeting their financial needs by operating a fundraising program utilizing Western Canada Lottery Corporation products and programs.

The Shipper/Receiver is accountable for the SCRATCH N WIN lottery ticket inventory within the Saskatchewan Lotteries Distribution Centre - Saskatoon. The Shipper/Receiver is responsible for receipt of lottery products and supplies from Western Canada Lottery, the orderly distribution of ticket allotments to assigned Lottery Account Representatives, daily reconciliation of SCRATCH N WIN product and the receiving of all deliveries for Saskatchewan Lotteries, Sask Sport and the other residents of the building.

Primary Duties and Responsibilities

1. Receipt, control and distribution of Western Canada Lottery SCRATCH N WIN products and supplies

- receives all SCRATCH N WIN lottery tickets, supplies and printed matter shipped to Saskatchewan by Western Canada Lottery
- maintains 100% accuracy of all product inventory stored in the Distribution Center's vault and where required generate detailed logs, reports or worksheets
- receives, balances, and prepares for destruction all retailer expired product
- prepares inventory requests for Distribution Center Clerks
- assists in other Distribution Centre duties as assigned
- order, maintain and distribute lottery supplies and consumables as required

2. Assembly and inventory management of Selection Slip Lottery Tables

- assembly and maintenance of retailer Selection Tables
- coordinates logistics with shipping company for delivery to designated retail locations

3. Administration Centre Responsibilities

- Responsible for preparing the pick-up of recycled paper at the John V. Remail Centre
- When requested, assist residents and Admin Centre members with pick ups/deliveries within the Centre
- When requested, assist in light maintenance and repair within the Administration Centre

4. Other Duties

- Maintain and distribute inventories of all Point of Sale and various Marketing items received
- Any other duties or responsibilities as assigned

Knowledge, Skills, and Abilities

- Proven communication skills, including verbal, written and interpersonal.
- Ability to work with a minimum of supervision, ability to contribute to a team environment and have ability to function capably under time constraints.
- Organizational skills and the ability to work with a high degree of accuracy and attention to detail.
- Microsoft office and general computer skills.
- Ability to lift 40-50 lb items on daily basis
- Light maintenance and repair experience

Qualifications and Experience

- High school diploma
- Applicant must be bondable
- Warehouse experience with pallet jack and pallet preparation

Working Conditions

- Full time, term position (37.5 hours/week).
- Combination warehouse/office environment



How to Apply

Qualified applicants should send a resume and cover letter outlining your experience and how it will assist you in this position to:

Email (preferred): humanresources@sasksport.sk.ca (please reference job title in email)

Or

Fax: (306)242-8007

Or

Mail: Human Resources
Re: Shipper/Receiver
Sask Sport Inc.
510 Cynthia St.
Saskatoon, SK S7L 7K7

Deadline to receive applications is Monday, May 28th.

Only those selected for an interview will be contacted. Thank-you for your interest in Sask Sport.