



# Warehouse Clerk

## CFMWS – WHERE PURPOSE MEETS PASSION!

At Canadian Forces Morale and Welfare Services (CFMWS), we're more than just a workplace; we're a proud community dedicated to supporting Canadian Armed Forces members, veterans and their families in their daily lives. We carefully curate and provide programs and services designed to meet their unique needs and enhance their mental, social, physical, financial and familial well-being. CFMWS employees deliver programs and services including recreation, sports and fitness programs, customized financial services, retail services, access to retail savings and discounts and offers family support and organizes charity events.

NATEX provides tax and duty-free goods and services in Europe. As part of its agreement with CFMWS and CANEX since 1980, NATEX provides real value to NATO members, the Canadian Armed Forces (CAF) community and their families in Europe by delivering a personalized, consistent and familiar shopping experience. NATEX is committed to the CFMWS mission and values that promote a professional culture, recognizing the importance of mutual respect and a healthy work environment.

Our success stems from living our values. Our employees care about their support role and act with integrity in all they do. Thriving in a close-knit environment, we act as one team with one mission. We constantly seek new ideas and creative ways to deliver the best possible commercial services.

As an employer, we offer a commitment to your health, wellness and growth. We provide a diverse range of roles across many locations and a career where you can make a meaningful impact.

**SALARY:** 13.55 Euros Per Hour

**LOCATION:** Geilenkirchen, NATO Base

**POSITION TYPE:** Temporary Part Time – Until End of Spousal Posting  
Up to 30 Hours Per Week

## THE ROLE

Under the supervision of the Warehouse Supervisor, the Warehouse Clerk is responsible for the shipping, receiving, verifying, pricing and security of merchandise. The Warehouse Clerk prepares merchandise requisition forms and discrepancy reports for any damages or shortages. They participate in preparation and actual stocktaking. Schedules may vary, depending on needs of the business, which can include weekends.

## QUALIFICATIONS NEEDED

### **Education, Certifications and Licenses**

High School diploma AND some experience in a related field OR  
An acceptable combination of education, training and experience will also be considered  
A Valid Forklift license(Preferable)  
A Valid Forklift Operators license (Optional)

### **Experience**

In shipping and receiving, warehousing, and pricing of merchandise  
In shelves stocking & in building display  
In minor maintenance and repair & assembling merchandise  
In operating a forklift & driving vehicles to move, pick up and deliver various products  
In using software for word processing, spreadsheets, presentations, databases, email and internet browsing

### **Competencies**

Client focus, organizational knowledge, communication, innovation, teamwork and leadership.

### **Skills and Abilities**

- Receiving, shipping, stock ordering, pricing & warehouse procedures
- Maintaining files & records
- Stock ordering & Warehouse procedures
- Health and safety practices

## LANGUAGE REQUIREMENTS

English Essential / German an asset

## **BENEFITS AVAILABLE**

**Health Benefits:** Accidental Death and Dismemberment coverage. (Canadian Employees Only)

**Work Life Balance:** Unpaid leave, including vacation pay.

**Learning and Development:** Online learning opportunities including a LinkedIn Learning subscription and second language training.

## **OTHER INFORMATION**

**Open to:** This is an onsite position. It is open to Canadians and Non-Canadians Dependents of serving NATO Military or Civilian Component members, who are not nationals of any state, which is not a party to NATO or citizens, or residents of host nation.

### **Conditions of Employment:**

Reliability Security Clearance/ Background Checks

NATO ID

### **START DATE**

As soon as possible

## **INCLUSION AND ACCOMMODATION**

CFMWS is committed to providing an inclusive, equitable and accessible environment, where all employees feel valued, respected and supported. We welcome applications from all qualified candidates who can help us build a workforce that reflects the diversity of Canadian society. If contacted in relation to a job opportunity or assessment, you should advise the recruitment team in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

**To apply, scan the QR code which will take you to the application page.**



**Or click on the following URL: <https://ca01-apply.sabatalentlink.com/apply-app/pages/application-form?jobId=QDCFK026203F3VBQBL0LO8MBD-40982>**

**To view all opportunities:**



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Do not see an opportunity that currently interests you? Visit [www.cfmws.ca/careers](http://www.cfmws.ca/careers) and apply to our General Application.