

Warehouse Shipping & Receiving

Must be available Monday to Friday 9am-4pm - 35 hours per week

Location: 10 Carnforth Road, Toronto

Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word? The Canadian Bible Society (CBS) is looking for a dedicated warehouse staff member who will work with the Warehouse Manager and other members of the team at the Bible Society as a Shipper & Receiver.

Key Responsibilities:

Warehouse

- **Shipping:**
 - Picking and double-checking customer orders;
 - Packing goods tightly so they reach customers in good condition;
 - Accurately preparing necessary invoices, paperwork and data entry for Canada Post, couriers and trucking / shipping companies.
- **Receiving:**
 - Loading and unloading trucks, containers and other vehicles;
 - Checking incoming goods against receiving worksheets to ensure contract compliance and good condition;
 - Unpacking goods and storing in designated locations.
- **General**
 - Safely operating forklift truck, electric pallet truck, hand pallet trucks, etc.
 - Relocating or stocking shelves / racks and inventory so as to optimize warehouse space usage;
 - Maintaining good housekeeping and safety procedures in the warehouse including regular sweeping and dust removal.

General Office

- Performing general office building maintenance (e.g. changing light bulbs, moving files between warehouse and offices, setting up furniture, minor repairs, snow removal near doors and sidewalks, etc.);
- Being a backup on call after business hours for security or maintenance related building issues;
- Other duties as assigned from time-to-time.

**Requirements:**

- Demonstrated track record of success in relevant warehouse operations and building management roles;
- Able to safely operate warehouse equipment (e.g. forklift, etc.);
- Able to lift heavy objects such as furniture and boxes when needed;
- Basic knowledge of warehouse operations and building management;
- Joint Health and Safety Certification is an advantage;
- Current Fork Lift Operation Certificate;
- Self-motivated, self-starter;
- Proactive and reliable;
- Flexible and adaptable;

What does the Canadian Bible Society Do?

We are an interdenominational organization partnering with individuals, churches, and religious organizations who similarly believe that God's Word changes hearts and lives. Whether in support of Canada's latest incoming refugees or those affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

To Apply:

Please forward your CV along with a cover letter detailing your interest in this position and the Canadian Bible Society, to humanresources@biblesociety.ca by July 4th 2025.

Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.