

**Posting #25-009CU**

## **Distribution Services Assistant Distribution Services Regular, Part-time (25 hours per week)**

### **Purpose**

Reporting to the Distribution Services Supervisor, the Distribution Services Assistant will be part of the Distribution Services team. This position will be responsible for shipping and receiving, processing of mail, delivery of mail and parcels, and the physical coordination of the warehouse under the Distribution Services Supervisor's direction.

### **Responsibilities**

Duties include but are not limited to:

- Providing front-counter service for students and staff;
- Picking up mail and parcels;
- Receiving goods delivered by courier and freight carrier including time sensitive items;
- Validating packing slips with goods received and receiving in the accounting system;
- Checking for damaged goods, processing packing slips, and performing data entry to add equipment to asset tracking;
- Distributing goods to end users on and off campus;
- Processing and shipping returns to vendors;
- Processing and delivering incoming mail and preparing outgoing mail including time sensitive and confidential material;
- Ensuring safety of all users of the Distribution Services area in compliance with Worker's Compensation Board (WCB) guidelines;
- Maintaining the freight tracking software, SC Logic; and
- Carrying out assigned projects as required, including furniture assembly and warehouse relocation.

### **Qualifications**

The successful candidate will possess the following:

- High school diploma;
- Two-year related work experience;
- A valid BC Class 5 Drivers License;
- The physical ability to stand for long periods of time and walk reasonable distances;
- Capable of lifting, within WCB requirements, of up to 50 lbs;
- Forklift operations experience and previous Transportation of Dangerous Goods (TDG)/ Workplace Hazardous Materials Information System (WHMIS) training will be considered strong assets;



- Computer skills and experience are mandatory;
- Electronic receiving in accounting software is preferred; and
- Knowledge of Microsoft Excel and experience with freight-tracking software would be an asset.

The successful candidate must be a team player who is able to communicate in a professional manner through in-person interactions, as well as via email correspondence. Excellent customer service, time management, organizational, interpersonal skills, and attention to detail are critical.

An equivalent combination of education and experience will be considered.

## Salary

This position has been classified at a Grade 4. The annual salary range for this position is \$51,287.60 to \$53,398.80 and the normal starting salary will be \$51,287.60, prorated based on hours worked.

UNBC offers employee tuition waivers (includes spouse and dependents), excellent benefit and pension packages, employee training and development opportunities, as well as relocation assistance. For more details please see:

<http://www.unbc.ca/human-resources/employee-benefits>

<http://www.unbc.ca/human-resources/unbc-pension-plan>

Normal hours of work will be between 9:30am – 3:00pm, Monday through Friday, with some flexibility to accommodate deliveries required.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.



Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.

## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [employeewellbeing@unbc.ca](mailto:employeewellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education (e.g. copy of transcripts or copy of degree/diploma) and include the competition number #25-009CU in the subject line to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30PM on March 13, 2025.**

