



### JAKE'S HOUSE EMPLOYMENT TRAINING PROGRAM

Jake's House Employment Training Program is an innovative, adaptable program that supports the integration of individuals aged 16+ years with autism or a developmental disability, into the workforce. The program is funded by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), and leverages a proven recruitment method connecting businesses with well-qualified candidates who are on the autism spectrum or have developmental disabilities.

#### JOB TITLE: SHIPPER/RECEIVER

**Company:** Canadian National Exhibition (CNE)

**Type of Role:** Temporary

**Location:** Toronto

**Deadline to apply:** ASAP

**About:** The CNE, often affectionately referred to as The Ex, is Canada's largest community event and one of the top ten agricultural fairs in North America. With something for everyone, our event offers a wide variety of attractions and interactive entertainment experiences including: concerts, midway rides and games, shopping, exhibits, tech and gaming hubs, food and wacky treats!

**Here is what you will do:**

- Receiving – Receiving inventory from different sources (couriers, trucking companies, private carriers)
- Keeping track of inventory / packages inside inventory area
- Issuing inventory as requested by staff (water jugs, pamphlets, misc. items)
- Fill out requisition forms as needed
- Enter information on requisition forms into EXCEL at the end of each day
- Other duties as assigned



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### Qualifications

- Previous experience working in a warehouse or logistics environment is an asset
- Strong computer skills – Microsoft Excel mandatory
- Minimum Age Requirement: 18 years
- Full availability from: August 16 - Sept. 2, 2024
- Available to work flexible hours, including evenings and weekends
- Able to attend Mandatory Orientation Session

### Application Process:

The first step in the recruitment process is for interested candidates to apply to the role with Jake's House, by emailing your resume to [jobs@jakeshouse.ca](mailto:jobs@jakeshouse.ca), with the title of the job in the subject line. Applicants will be shortlisted for participation in the next step based on a review of each applicant assessing the likelihood of fit for the roles for which we are recruiting.

### FOR MORE INFORMATION

Please direct any questions to [jobs@jakeshouse.ca](mailto:jobs@jakeshouse.ca)

For more information about Jake's House, visit [www.jakeshouse.ca](http://www.jakeshouse.ca)

**We look forward to hearing from you!**