



**Job Title:** Warehouse Support Associate

**Location:** TFF Warehouse - North York, ON

**Reports To:** Warehouse Manager, Supply Chain

**Employment Type:** Full Time Temporary, (35 hours/week) Monday to Friday 9am-5pm EST

**Contract Period:** March 16, 2026 to Nov 30, 2026

**Hourly Rate:** \$21.50/hour

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## The Terry Fox Foundation

The Terry Fox Foundation stands as one of Canada's most iconic and impactful charitable organizations, rooted in the extraordinary legacy of Terry Fox.

For over four decades, the Foundation has united Canadians in the pursuit of a world without cancer. Every donation, every step taken in Terry's name, fuels groundbreaking research and brings hope to millions. Joining the Terry Fox Foundation means becoming part of a legacy that dares the impossible and works every day to make it possible.

## Objective

To deliver on our promise to supporters, we rely on exceptionally talented, bright, and committed people. The **Warehouse Support Associate** will assist the warehouse team in ensuring accurate and efficient order fulfillment. This role involves preparing, packing, and shipping school and community kits and customer orders while maintaining high standards of quality and maintaining safety.

The associate will be leveraging a software called OSA which is a standard warehouse management software (WMS) to process orders. Scanners, printers, computers will be leveraged to make the packing more efficient and allow for better inventory control. The successful candidates will be trained accordingly and required to utilize this software successfully and then support training the rest of the associates that come on board later in the fulfillment season.

The position is ideal for students or experienced workers seeking hands-on experience in supply chain and logistics operations.

## Job Responsibilities

- **Key User and Trainer** be a part of user acceptance testing and training of the warehouse software and support the warehouse manager & director in training future employees on the system and processes.
- **Product Prep:** support in preparing items like stickers, tattoos, and posters in advance of order processing.
- **Order Processing:** Pick, pack, and prepare customer orders for shipment according to company standards.
- **Shipping Coordination:** Label packages, verify shipping details, and ensure timely dispatch through designated carriers.



- **Inventory Management:** Assist with stock counts, replenishment, and maintaining organized storage areas.
- **Quality Assurance:** Inspect items for accuracy and condition before packing to minimize errors and returns.
- **Safety Compliance:** Follow all workplace health and safety guidelines, including proper handling of equipment and materials.
- **Documentation:** Complete necessary paperwork and update systems for order tracking and inventory control.
- **Team Support:** Collaborate with warehouse staff to meet daily operational targets and maintain workflow efficiency.

### Required skills and qualifications

- Reliable, punctual, and able to work in a fast-paced environment
- Excellent problem-solving skills.
- Strong attention to detail and organizational skills.
- Ability to lift and move packages safely (weight limit of 50lbs).
- Ability to work collaboratively.
- Ability to effectively prioritize.
- Proficient with computers.
- Effective oral and written communication skills
- Understanding of safety rules
- Proficiency with warehouse procedures and policies is a bonus
- Comfortable using computers and basic knowledge of Microsoft 365

### How to Apply

Your talents, passion, and dedication will help us continue Terry's legacy and make a lasting impact in the lives of so many. To begin a meaningful new journey with us, please submit your resume to [careers@terryfox.org](mailto:careers@terryfox.org)

We are dedicated to employment equity, and we value diversity in the workplace. If you require any accommodation during the recruitment process, please reach out to us. To be considered for this position, applicants must be legally eligible to work in Canada at the time of application.

The Terry Fox Foundation is unable to support work permit or immigration applications for this role. Employment is contingent upon the Foundation's receipt of all required documentation.

While we thank all applicants for their interest, only those selected to move forward in our screening process will be contacted. Details regarding compensation, including the salary and benefits package, will be discussed with candidates invited to interview.

