



SUPPLY CLERK
INTERNAL/EXTERNAL POSTING
THUNDER BAY, ON
Posted: November 27, 2025
Closing: December 10, 2025
Salary: \$57,103.30-\$62,807.36
Job ID: GHQ-35-25

The Nishnawbe Aski Police Service requires one (1) civilian to fill the full-time position of Supply Clerk at General Headquarters in Thunder Bay, ON. The hours of work are Monday to Friday, 8:30-4:30, totaling 35 hours per week.

Summary:

To provide supply services by performing centralized stock control duties related to warehousing, shipping, receiving, and distributing materials, equipment, clothing, parts and other goods. To monitor stock levels and maintain inventories. To provide customer counter service to fill orders and receive items for return or exchange and to respond to inquiries and calls regarding problem orders.

Preferred Qualifications:

- Knowledge of shipping and receiving, warehousing procedures and practices to receive and store inventories and distribute stock and equipment. Knowledge of equipment/stock tracking and inventory control and related database software, as well as basic computer and keyboarding skills to input, update and maintain inventories and to send and receive emails;
- Knowledge of various shipping systems and regulations such as Dangerous Goods and WHMIS;
- Ability to interpret and follow police orders and policies to determine equipment entitlements and ensure appropriate supply and distribution of goods;
- Knowledge of organizational structure and GHQ facility to facilitate delivery of orders and contact of personnel;
- Excellent organization skills;
- Excellent oral and written communication skills;
- Proficiency in Microsoft Office Suite;
- Previous experience in a non-profit or Indigenous organization is considered an asset.

Mandatory Qualifications:

- Must be able to pass a NAPS background and criminal record check;
- Glass G drivers' licence;
- Ability of lift 50 pounds.

Interested applicants may submit a hiring package which includes the following:

- Covering letter detailing interest in noted position;
- A resume detailing your career, education, and relevant experience.

Closing date for applications is **Wednesday, December 10, 2025 at 4:00 p.m. EST**. Please quote the Job ID on your application and the subject line of your email. All completed packages **MUST** be sent, **as a single PDF document**, to:

Internal applicants: iresume@naps.ca

External applicants: eresume@naps.ca

Nishnawbe Aski Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact eresume@naps.ca.

Please note for internal applicants, any disciplinary violations in the last two calendar years *may be* considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position. Should you have questions or concerns, please contact HumanResources@naps.ca.

*****We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted*****