Job Title: Logistics Support Person

Competition Number: COM-320-26	**Department:** Community Services
Posting Category: Open	**Division:** Superior North EMS
Job Type: Full-Time	**Affiliation:** Non-Union
	Location: CA-ON-Thunder Bay
Min: CAD $65,476.94/Yr.	**Max:** CAD $74,405.60/Yr.
Pay Band: 5 (Interim)	**Number Of Positions:** 1
Effective Date: July 17, 2024	**Supersedes Date:** NEW
Posted Date: November 10, 2026	**Post End Date:** November 22, 2026

The **City Of Thunder Bay** Provides Exceptional Quality Of Life To Those Who Live, Work, And Play In Thunder Bay – A Culturally Vibrant, Economically Diverse Community With A Metro Population Of Over 120,000. Located On The North Shore Of Lake Superior, Under The Protective Watch Of The Sleeping Giant, Thunder Bay Is Rich In People And Resources, And Connects Northwestern Ontario To The World. We Value Our High Quality Of Life And Promote A Clean, Green, Beautiful, And Healthy Community That Provides Economic Opportunity, Respects Diversity, And Provides Affordable And Safe Neighbourhoods That Are Accessible To All.

The City Of Thunder Bay Is A Place Where Art, Culture And Nature Come Together!

Support Emergency Response. Manage Critical Supplies.
Strengthen Frontline Care.

At The City Of Thunder Bay, **Our City Runs On People Like You.** Together, We Are Building A Workplace Where Everyone Belongs, Where Your Organizational Skills, Attention To Detail, And Commitment To Operational Excellence Help Support Frontline Emergency Services In Thunder Bay And Surrounding Area.

As A **Logistics Support Person**, You'll Play An Essential Behind-The-Scenes Role In Ensuring Paramedics And Community Paramedicine Teams Have The Equipment, Medications, Supplies, And Operational Resources They Need To Provide High-Quality Care When And Where It's Needed Most. From Warehouse Operations And Inventory Management To Controlled Substances Tracking And Supply Distribution Across The District, Your Work Helps Ensure Emergency And Non-Emergency Services Remain Ready To Respond.

Thunder Bay Offers More Than A Rewarding Career. With Its Natural Beauty, Affordability, And Strong Sense Of Community, It's A Place Where You Can Grow Personally And Professionally While Contributing To An Essential Public Service.

Where Logistics Supports Frontline Care

As A **Logistics Support Person**, You'll Support A Wide Range Of Operational And Logistical Functions That Help Keep Superior North EMS And Community Paramedicine Programs Equipped And Prepared For Service Delivery.
This Role Offers The Opportunity To Work Across Warehouse Operations, Inventory Control, Supply Chain Management, Distribution, Equipment Management, And Regulatory Compliance Activities. Whether You're Coordinating Essential Supplies, Supporting Community Paramedicine Initiatives, Maintaining Inventory Records, Or Delivering Resources To District Locations, You'll Play A Key Role In Supporting The Teams That Care For Residents Throughout Our Communities.

How You'll Support Operations

You Will Have The Following Accountabilities:

- Assist With All Aspects Of Operating The Warehouse Including, But Not Limited To, Stocking Shelves, Filling Orders, Taking Stock, Data Entry Of Stock Items Upon Entry/Exit Of Warehouse, Delivering Supplies To All Bases (City And District), And General Cleaning Duties
- Assist With All Logistical Support Requirements For The Community Paramedicine Program Involving Logistical Support.
- Procure Supplies, Completes Data Entry, Tracks, And Distributes Controlled Medications In Accordance With Subsection 56(1) Of The Controlled Drugs & Substances Act.
- Manage Point Of Care Testing Supplies (Cartridges For Testing, Blood Tubes, Phlebotomy Supplies) For The Community Paramedic Program.
- Source Vendors For Equipment, Medications, And Supplies.
- Monitor The Community Paramedicine Vaccine Fridge Validation To Ensure Appropriate Temperatures And Maintain Logs And Completes Required Reporting.
- Order And Pick Up Of Vaccines From Designated Site(S).
- Manage The Supplies For Community Paramedicine (Patient Assessment Bags, BP Monitors, Weight Scales, SP02 Devices, Thermometers, Glucometers, Etc).
- Conduct Supply Management Point Of Care Testing, Including Calibration, And Maintaining Equipment Records And Work Logs.
- Manage And Schedule Community Paramedicine Vehicle Deep Cleans And Bag Checks.
- Deliver Equipment And/Or Supplies To Community Paramedicine Clients.

What You Can Count On With Us

We're Proud To Offer A Workplace Where Your Well-Being, Growth, And Sense Of Purpose Come First. As A **Logistics Support Person**, You'll Enjoy:

- A Competitive Salary That Reflects Your Expertise

- A Matching Pension Plan To Help You Build Long-Term Financial Security
- Comprehensive Health, Vision, And Dental Coverage, Plus Life Insurance For Peace Of Mind
- Generous Paid Vacation And Holidays, With The Option To Purchase Additional Leave Days When You Need More Time Off
- Access To A Confidential Employee And Family Assistance Program (EFAP) And Wellness Initiatives To Support Your Overall Health
- Leadership Development And Tuition Reimbursement Programs, So You Can Continue To Grow Your Skills And Career
- A Culture Of Recognition And Appreciation, With Staff Events And Programs That Celebrate Your Contributions
- A Collaborative Work Environment That Values Innovation, Continuous Improvement, Teamwork, And Public Service

---

What You'll Bring To The Team

Here's What Will Help You Succeed As A **Logistics Support Person**:

- Certificate In Supply Management, Together With 2 Years Experience Working In A Warehouse Or Logistics Environment.
- Must Possess And Maintain A Valid Class “G” Ontario Driver’s License, Or Equivalent
- Must Meet The Definition Of A Competent Driver As Defined By The Corporation
- Excellent Analytical, Research, Organizational, Problem Solving, Decision Making And Project Management Skills

For A Detailed Job Description, Click Here

Support The Teams Behind The Response - Apply Today

Ready To Take The Next Step In Your Logistics Career? Join Superior North EMS And Help Ensure Frontline Teams Have The Equipment, Supplies, And Resources Needed To Provide Essential Care And Services Across Our Region.

General Information:

As An Equal Opportunity Employer, The City Of Thunder Bay Encourages Applications From Indigenous Peoples, Persons With Disabilities, Members Of Visible Minority Groups, Women And Members Of The 2SLGBTQ+ Community.

ONTARIO HUMAN RIGHTS CODE: It Is A Contravention Of The Human Rights Code Of Ontario To Discriminate On The Basis Of: Race, Ancestry, Place Of Origin, Colour, Ethnic Origin, Citizenship, Creed, Sex, Sexual Orientation, Marital Status, Family Status, Disability, Age, Record Of Offences, Gender Identity Or Gender Expression. Therefore, A Resume Submitted To The City Must Not Include References To Any Of The Above Characteristics. Do Not Include:

- Photos
- Any Certificates That Have Photo Identification

- Driver’s Licences
- Police Records Checks

Note: The Above Documentation Will Be Requested By The Human Resources Division Should You Be The Successful Applicant. If A Criminal Record Check Is Required, It Will Be Requested By Human Resources Should You Be The Successful Applicant. Please Do Not Submit Your Criminal Record Check With Your Application.

ACCOMMODATION: Reasonable Accommodations Are Available Upon Request For All Parts Of The Recruitment Process.

PRIVACY: Personal Information On This Form Is Collected Under The Authority Of The Municipal Act, C. 302, As Amended, And Will Be Used To Determine Eligibility For Employment. Questions About This Collection Of Personal Information Should Be Directed To The Human Resources Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866