



EMPLOYMENT OPPORTUNITY

POSITION: YARD AND WAREHOUSE COORDINATOR (Full Time Position with Benefits)		POSTING NO: 2019.0123.01
DEPARTMENT:	Yard	
REPORTS TO:	Logistics Manager	
WORK LOCATION:	Dick's Lumber – Surrey	

Dick's Lumber in Surrey is looking for an organized, detail oriented, team player to join our team as a Yard and Warehouse Coordinator.

ACCOUNTABILITIES:

- Dispatches running staff to customer service calls in the yard, warehouse and finishing area.
- Provides for an effective working team including support of performance standards.
- Demonstrates good communication/people skills and problem solving ability when dealing with customers and co-workers.
- Ensures a cooperative relationship with store operations.
- Ensures department has a strong customer service orientation by maintaining service standards.
- Responds to and resolves customer inquiries and complaints in collaboration with the Yard & Warehouse Supervisor and Yard & Warehouse Manager.
- Conducts random checks of customer paperwork to product and customer satisfaction.
- Manages the completion of all required paperwork and documentation in an accurate and timely manner.
- Ensures all workplace injuries are reported in a timely manner. Works closely with the Human Resources Department on the GRTW program to reduce time loss claims.
- Assists in preparation for yard inventory counts both cyclical and for year-end inventory, as instructed.
- Works to build a constructive and positive management/union relationship
- Ensures compliance to operational and safety policies and procedures, taking appropriate action as required.
- Performs other related duties as required.

QUALIFICATIONS:

- Leadership skills to direct the efforts of the warehouse and yard staff, to resolve customer complaints, and motivate and maintain morale.
- Good communication and interpersonal skills to deal effectively with individuals within and outside the organization.
- Professional, courteous and punctual with a focus on customer service.
- Good organizational and multi tasking skills to handle multiple priorities.
- Strong knowledge of the branch Collective Bargaining Agreement and basic knowledge of Labour Relations Regulations and how they apply in the workplace.
- Strong knowledge of company policies and procedures and government policy and how they apply to the workplace.
- Ability to handle physical exertion such as lifting, standing, pushing and pulling.
- Position requires knowledge of lumber, building materials and hardware products.

WORKING CONDITIONS:

- Exposure to dust, dirt and extreme changes in temperature and weather when working outside.
- Moderate exposure to personal risk; safety boots are required.
- Busy, high volume environment.

POSTED ON:	2019.01.23
APPLICATION DEADLINE:	Until Filled

If you are interested in this position, please submit a copy of your resume and cover letter via e-mail to jobs@dickslumber.com quoting posting number "2019.0123.01" in the subject line of the email.

****Internal Applicants: please advise your supervisor that you have applied for this posting**.**