

POSITION: ENGINEERED WOOD PRODUCTS (EWP) FORKLIFT OPERATOR/ LOAD BUILDER Full Time with Benefits Monday – Saturday on various shifts as per operational need		POSTING NO : 2019.0501.01
DEPARTMENT:	Yard	
REPORTS TO:	Facility Manager	
WORK LOCATION:	Port Kells Distribution Center	

ACCOUNTABILITIES:

- Greets customers at the yard gate or alternately designated area as directed by the Shipping department.
- Assembles orders and over length materials, identifies products from transfer requests, locates material, counts quantity, builds and secures loads. Operates forklift to prepare transfers, transports material, loads and unloads transfer vehicles. Reviews daily schedule of pre-booked incoming deliveries. Ensures storage space is available. Receives unscheduled deliveries as facility will permit.
- Cuts down large packs to stock lengths, orders and maintains EWP inventory levels and orders stock products in the EWP department.
- Ensures inventory adjustment sheets are updated.
- Directs and/or escorts customers to appropriate area of tie down.
- Matches “receiving authorization” to supplier packing slip. Superficially checks material grade and quantity. Requests a detailed inspection and/or count on questionable product.
- Documents and processes delivery returns ensuring merchandise is returned to stock or to the supplier.
- Ensures all lifts are piled evenly with no leans and compliant with safety standards.
- Works with yard and warehouse teams to ensure stock is properly rotated.
- Maintains a clean and orderly yard and warehouse as directed.
- Completes the forklift inspection form.
- Performs other job-related duties as required including but not limited to snow plowing, container moving, yard maintenance and any other specialized moves that would require heavy equipment.

QUALIFICATIONS:

- Current Forklift Certification
- Comfortable moving over length materials up to sixty (60) feet with minimal oversight.
- Manual dexterity to operate the forklift and the ability to lift over 35kgs.
- Ability to operate a chain saw.
- Good knowledge of safe working procedures.
- Detail oriented with strong organizational skills.
- Ability to perform at a high level in a fast paced, demanding work environment.
- Professional, courteous and punctual with a focus on customer service.
- Must have a positive attitude and be a team player.
- Fluent in English (spoken and written) with excellent listening, communication and interpersonal skills.
- Basic functional math skills with the ability to add, subtract, multiply or divide without the function of a calculator.
- Experience and knowledge in this or a related industry is an asset.

WORKING CONDITIONS:

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

POSTED ON:	2019.05.01
APPLICATION DEADLINE:	Until Filled

If you are interested in the position, please submit a copy of your resume and cover letter via email to jobs@dickslumber.com quoting posting number 2019.0501.01 in the subject line of the email.

We thank all those applicants who apply but only those short listed for an interview will be contacted.

