

POSITION: HEAD SHIPPER (Full Time Position with Benefits. Availability required: Monday – Saturday)		POSTING NO: 2020.05.13
DEPARTMENT:	Yard	
REPORTS TO:	Store Manager	
WORK LOCATION:	Dick's Lumber – North Vancouver	

Dick's Lumber in North Vancouver is looking for an organized, detail oriented, team player to join our team as an Head Shipper. This position requires that the Head Shipper work both inside the Shipping department as well outside in the yard, supervising staff.

ACCOUNTABILITIES:

- Performs shipping duties as required for inbound and outbound trucks while dealing with deliveries and stock transfers.
- Performs receiving, administrative and clerical duties (inventory preparation) as required and completes all required documentation in an accurate and timely manner.
- Matches picking slips to all sales orders and finalizes the shipping documentation, confirms and changes tally quantity when necessary.
- Ensures that the yard is ready and orders are prepared for the next business day.
- Supervises yard staff and ensures that yard policies are being adhered to.
- Performs closing duties, including securing the yard and store, opening and / or closing.
- Maintains perpetual inventory system.
- Maintains Keyholder status, opening and / or closing the store and yard on weekdays and / or weekends.
- Greets customers in a courteous and professional manner.
- Ensures compliance of operational and safety policies and procedures at all times.
- Other job-related duties as assigned.

QUALIFICATIONS:

- Computer skills relevant to a fast paced shipping environment with strong knowledge of computerized inventory systems.
- Professional, courteous and punctual with a focus on customer service.
- Must have a positive attitude and be a team player.
- Detail oriented with strong organizational skills.
- Ability to perform at a high level in a fast paced, demanding work environment.
- Fluent in English (spoken and written) with excellent listening, communication and interpersonal skills.
- Ability to multi-task and prioritize and work efficiently with minimal supervision while meeting deadlines in a busy Shipping department.
- Supervisory experience would be an asset as would experience in a unionized environment.
- 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 when working outside.
- Moderate exposure to personal risk; safety boots are required.
- Busy, high volume environment.

POSTED ON:	2020.05.13
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 2020.05.1305 in the subject line of the email.



EMPLOYMENT OPPORTUNITY

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