



## EMPLOYMENT OPPORTUNITY

<b>POSITION: DISPATCHER</b> (Full Time with Benefits)		<b>POSTING NO: 2020.05.28</b>
<b>DEPARTMENT:</b>	Yard	
<b>REPORTS TO:</b>	Branch Manager	
<b>WORK LOCATION:</b>	Dick's Lumber - Calgary	

Dick's Lumber in Calgary is looking for an organized, detail oriented, team player to join our team as a Dispatcher. This position requires that the Dispatcher 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 (such as payroll and 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.
- Maintains perpetual inventory system.
- Maintains Keyholder status, opening the store and yard on weekends.
- Greet 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:

- A minimum of one (1) year experience in a similar role.
- 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, prioritize and work efficiently with minimal supervision while meeting deadlines in a busy Shipping department
- Experience and knowledge in this or a related industry is an asset.

### WORKING CONDITION:

- 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.

<b>POSTED ON:</b>	<b>2020.05.28</b>
<b>APPLICATION DEADLINE:</b>	<b>Until Filled</b>



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If you are interested in the position, please submit a copy of your resume and cover letter via email to [jobs@dickslumber.com](mailto:jobs@dickslumber.com) quoting posting "2020.05.2802 Dispatcher" in the subject line of the email.

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