

<b>POSITION: FORKLIFT OPERATOR/ LOAD BUILDER</b> Full Time with Benefits: Monday – Saturday on various shifts as per operational need		<b>POSTING NO : 2018.0910.03</b>
<b>DEPARTMENT:</b>	Yard	
<b>REPORTS TO:</b>	Facility Manager	
<b>WORK LOCATION:</b>	Port Kells Distribution Center	

**ACCOUNTABILITIES:**

- Assembles orders, 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.
- Receives unscheduled deliveries as facility will permit while ensuring storage space is available.
- 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 inventory adjustment sheets are updated.
- Completes the forklift inspection form.
- 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.
- 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.
- Manual dexterity to operate the forklift and the ability to lift over 35kgs.
- 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.

<b>POSTED ON:</b>	<b>2018.09.10</b>
<b>APPLICATION DEADLINE:</b>	<b>Until Filled</b>

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 number 2018.0910.03 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.