



EMPLOYMENT OPPORTUNITY

POSITION: RUNNER (Unionized Position, Full Time: Monday – Saturday on various shifts as per operational need)		POSTING NO: 2018.1228.01
DEPARTMENT:	Yard	
REPORTS TO:	Logistics Manager	
WORK LOCATION:	Dick's Lumber – Burnaby	

Dick's Lumber in Burnaby is looking for energetic, hardworking, customer service oriented individuals to join our team as a Full Time Runner.

ACCOUNTABILITIES:

- Greets customers at the yard gate or other designated areas as directed by the Shipping department.
- Pulls and loads material by hand, as indicated on the invoice or picking slip into the customer's vehicle(s).
- Completes paperwork accordingly – tallies product changes as required.
- Directs and/or escorts customers to appropriate area of tie down.
- Submits completed paperwork to sales staff and/or Shipping department for processing.
- Assists Forklift Operators where required.
- Maintains a clean and orderly yard and warehouse as directed.
- Performs other job-related duties as required.

QUALIFICATIONS:

- Ability to lift over 35kgs repeatedly.
- 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.
- Good knowledge of safe working procedures.
- 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 when working outside.
- Moderate exposure to personal risk; safety boots are required.
- Busy, high volume environment.

POSTED ON:	2018-12-28
APPLICATION DEADLINE:	Until Filled