



22538 Fraser Highway, Langley, B.C. V2Z 2T8

Phone: 604.533.4447 Fax: 604.533.0451

www.countrylumber.ca

Employment Posting

Job Title: **Shipper/Receiver Apprentice**

Closing Date: **Mar 21, 2020**

Department: **Finishing**

Position Start: **ASAP**

Status: **Full Time**

Looking for people that show initiative, wanting to grow within an organization and provides Customer Service Excellence!

Basic Function and Scope of Responsibilities / Position Overview:

The primary responsibility of the Shipper/Receiver Apprentice position is to provide customer service excellence by assembling orders, assisting with loading product into vehicles and delivery trucks, unloading incoming product deliveries and answering product specifications inquiries. They will also be responsible for tallying incoming product, communicating with our delivery drivers, and assisting in coordination of delivery schedules and routes.

- **Principal Responsibilities:** Build orders to ensure accuracy, lumber grades, size and piece count.
- Utilizes a forklift as required
- Provide customer service; assist customers with placing orders in vehicles, help them select product in warehouse, and answer questions regarding product specification.
- Restock product into slots, shelves, bins etc.
- On occasion will accompany and assist Finishing Driver with deliveries to project sites if required
- Maintain a clean and tidy worksite, while ensuring safety standards
- Adhere to company policies and procedures
- Perform other duties as requested by management
- Load and unload trucks
- Receive product & tally loads
- Follow proper paper flow procedures for incoming and outgoing product loads as well as follow all backorder and credit procedures.
- Other tasks as required by management

Knowledge, Skills, Ability and Experience:

- Ability to stand and/or sit for an hour, or more, at a time
- Ability to lift, pull and/or carry items weighing up to 40+ pounds
- Will work in both indoor warehouse and outdoor yard

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts or working conditions. Country Lumber Ltd., reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business



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- Must have flexible schedule with ability to work Saturdays and be able to work overtime when needed
 - Able to operate a chop saw in a safe manner
 - Candidate must be driven and motivated to learn in a fast-paced work environment.
 - Candidate must have strong work ethic and desire to grow
 - Candidate must be very detail oriented and organized.
 - Candidate must have above average time management skills, be self motivated, and able to work well in teams or alone unsupervised.
 - Strong problem-solving skills are an asset.

Working Conditions:

- Ability to walk and/or stand on pavement in all weather conditions for more than an hour at a time.
- Ability to lift, pull and/or carry items weighing up to 40+ pounds
- Ability to lift items weighing 3 lbs. to 50 lbs and walk up to 25 feet.
- Availability to work 5 days per week / 8 hours per day including Saturdays during business hours which are Monday to Friday 6 am to 5:30 pm and Saturdays 8 am to 4:30 pm.

Compensation:

- Benefits and RRSP match after 3 months' probation is successfully completed.
- Country Lumber also has an annual Employee bonus program
- Candidates that are selected for further review will be contacted by email or phone detailing specifics of our competitive compensation package

Contact:

- If interested in this position, please submit a copy of your resume and cover letter to hr@countrylumber.ca
- Candidates selected for further review and / or interview will be contacted by email or phone.

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