



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

Phone: 604.533.4447 Fax: 604.533.0451

www.countrylumber.ca

Employment Posting

Job Title: **Warehouse Assistant**

Closing Date: **Oct. 22nd, 2021**

Department: **Finishing**

Position Start: **ASAP**

Status: **Full Time**

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

About Country Lumber:

Country Lumber is a family-run company that began in 1981 with 2 employees, and now it is home to over 130 knowledgeable employees. With the simple goal of providing unparalleled service to our great community, we are proud to provide our clients with the comfort of working with friendly and familiar faces, project after project.

We have long-standing roots in our community. As the Lower Mainland has grown, so have we. With the same focus today as when we began, Country Lumber is dedicated to delivering high quality, sustainable products at competitive prices. This along with our valued relationships with our customers and vendors has allowed us to grow to where we are today.

Basic Function and Scope of Responsibilities / Position Overview:

The primary responsibility of the Warehouse Assistant is to assist customers in the Finishing Division with selecting, loading, and retrieving materials as per their orders. In addition, this person will be responsible for building loads, assisting the Finishing Shipper, and loading/unloading delivery trucks as needed.

Principal Responsibilities:

- Build orders according to customer sales invoices.
- Build loads with accuracy of all lumber grades, end size, and piece count.
- Utilizes a forklift as required.
- Provides excellent customer service in the Finishing Division.
- Assists customers with placing their orders into their vehicles.
- Manually lifts and moves products to restock or relocate if required.
- Responsible for meeting productivity requirements in a safe manner.
- Stocks bins with designated products.
- Maintains a clean and tidy worksite, while to safety standards.
- Adhere to company policies and procedures.
- Perform other duties as requested by management.

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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Knowledge, Skills, Ability and Experience:

- A valid driver's license required to operate a forklift.
- Principles, theories, and practices of forklift operation with forklift certification. – **an asset**
- Ability to follow written and verbal instructions in the English language.
- Able to communicate information and ideas clearly and concisely, both written and verbal.
- Ability to assemble, sort and/or distribute documents, supplies and materials.
- Run, maneuver, navigate, and operate forklift within confines of worksite.
- Ability to lift, pull, and/or carry items weighing up to 40 pounds.
- Ability to work in a team environment as well as work unsupervised.
- Attention to detail, strong organizational skills, and time management skills are a must.
- Ability to perform under pressure.
- Shipping and receiving experience. – **An asset**

Working Conditions:

- Ability to walk and/or stand on pavement in all weather conditions for more than an hour at a time.
- 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:

- Full Health & Dental Benefits and RRSP match after 3 months' probation are successfully completed.

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.

Thank you for your consideration!