

THE OPPORTUNITY

Slegg Building Materials is currently seeking a Full-Time Receiving and Transfers team member to work.

THE LOCATION

Sidney

Located in the industrial area of Sidney, close to the Victoria International Airport, you will find our oldest branch with many long-term employees including Jason Balderston, General Manager, who has been at this location for almost 20 years. This location prides itself on being customer service oriented with friendly and outgoing staff who work hard and have fun doing so. Teamwork is the focus with a strong knowledgeable team which thrives on supporting each other at work. They also focus on community engagement including involvement in local sports, Sidney Days, Build A Boat Contest, Lions Food Bank yearly fundraising and many more. We live and work together surrounded by many local businesses within walking distance. The Slegg Sidney team of 80 plus members offers a wide range of positions from entry level, corporate roles, sales and management. We hope you apply to join the family!

THE BENEFITS

Slegg offers competitive benefits including Drug and Dental Coverage, practitioners, disability and life insurance. Retirement savings plan with RRSP contribution matching (after 1 year of service), exclusive Employee stock purchase plan. You'll be able to take advantage of exclusive company discounts on all products sold at Slegg and our partnerships with Telus Mobility, Suburban Motors, Good lift Fitness and Popeye's allows discounts on a variety of products. All Slegg employee's and their immediate family members are eligible for an annual Scholarship program which offers onetime payments directly to an accredited school of attendance. Pre Covid, we offer monthly complimentary breakfast or lunch for our staff– We hope to do these again soon!

THE RESPONSIBILITIES

- Check merchandise and supply deliveries for accuracy
- Receive incoming freight into system
- Tag product for special orders
- Prepare paperwork for payables
- Department cleanliness
- Operate a forklift to unload freight
- Maintain accuracy of inventory by thoroughly reviewing packing slips and purchase orders
- Resolve damaged product issues
- Process transfers for shipments going to other locations
- Maintenance and control of the Return to Vendors
- Position will be working inside and outside

THE REQUIREMENTS

- Minimum two years of experience is an asset
- Ability to be precise and accurate
- Broad knowledge of building supplies and home improvement products is an asset
- Competent with Microsoft Excel and Outlook
- Ability to operate a forklift is an asset or training provided
- Effective communication skills and ability to read and speak English
- Physical requirements include:

- Ability to lift and carry up to 50lbs
- Sitting and standing for long periods of time
- Pulling, pushing, bending and torso twisting movements with weight

Please apply online at www.slegg.com/careers or email HR@slegg.com

Thank you for your interest in Slegg Building Materials. Only those chosen for an interview will be contacted.