

<b>POSITION: FORKLIFT OPERATOR/ LOAD BUILDER</b> <b>Full Time with Benefits: Monday – Friday Afternoon</b>		<b>POSTING NO : September 3, 2021</b>
<b>DEPARTMENT:</b>	Yard	
<b>REPORTS TO:</b>	Yard and Warehouse Manager	
<b>WORK LOCATION:</b>	Dick's Lumber – Edmonton, AB	

Dick's Lumber in Edmonton is looking for an organized, detail oriented, team player to join our team as a Forklift Operator.

## **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 delivery vehicles.
- Reviews daily schedule of pre-booked incoming deliveries.
- Receives unscheduled deliveries as branch will permit while ensuring storage space is available.
- Directs and/or escorts customers through the yard
- 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.
- Minimum of one (1) year of experience operator a forklift
- Manual dexterity to operate the forklift and the ability to lift over 25 kgs.
- 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>September 3<sup>rd</sup>, 2021</b>
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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 Forklift Operator – Edmonton the subject line of the email.

We thank all those applicants who apply but only those short listed for an interview will be contacted.

APPLICATION DEADLINE:	Until Filled
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