

WorkBC Employment Services Job Posting Form

Job Title	Receiver and Forklift Operator
Expires	12/10/2018
Area of Relevancy (check all that apply)	Sea to Sky
Company / Employer	Construction Company
City of the Job (e.g., Surrey, Various Locations, Lower Mainland).	Squamish
Job Type	Full Time
Availability Requirements	Monday to Friday
Level / Salary Range	\$25/hr (Wages are negotiable based on experience)
Date Job Posted	11/8/2018
Application Deadline	12/10/2018
Contact Name	Jacki
Contact Email	talent@whistler-jobs.com
How to Apply	TO APPLY: www.whistler-jobs.com/job/receiver-squamish/ Applications received via email will be redirected to the website

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<p>Job Description</p>	<p>Duties: Duties / Responsibilities Include:</p> <ul style="list-style-type: none">- Ordering, receiving and distribution of supplies and materials for the warehouse and building sites.- Loading and unloading of building materials, products, tooling and equipment.- Coordinating the shipping and receiving of supplies, building materials, tools and equipment.- Ensuring documentation is accurate, filed in adherence to company standards and procedures.- Organizing and assisting with the safe storage, cleaning and general upkeep of the warehouse, building materials, supplies and tool areas.- Gives a high emphasis to working safely and maintaining a safe working environment- Managing building materials, parts, supplies and tooling inventories.- Driving and maintaining the forklift to ensure overall safety of the site and workers.- Meeting with Vendors, building relationships and assist in sourcing alternative products or services as required.- Manual labour and general construction duties as required.
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<p>Desired Qualifications and Experience</p>	<p>Skills/Qualifications: The Perfect Candidate:</p> <ul style="list-style-type: none"> - Valid driver's license and forklift ticket (class 1-5) or equivalent experience. - Strong organization and administration skills, particularly with record keeping, inventories and correspondence. - Good computer skills including with Microsoft Office. - Must be an independent self starter who can give direction and take ownership of projects. - Construction experience and basic construction knowledge required. - Previous warehouse, shipping or receiving experience preferred. - Position requires strong English communication skills including written, spoken and comprehension. - Friendly and helpful attitude. Able to work well in a team setting and is an effective learner and listener. - Handy and happy to pitch in with general construction or labour jobs where needed. - Physically fit, able to work on their feet for long periods and lift heavy loads (up to 40lbs). - Must have own steel toed boots, work belt, safety glasses and ear protection plus basic hand tools (or be willing to acquire) <p>About the Role:</p> <ul style="list-style-type: none"> - Year-round, long-term steady work (no seasonal fluctuations) - Mon-Friday, 7am – 4:30pm schedule ideally (some flexibility) - Mostly indoor work (99%) at centrally located factory in Squamish. - Comprehensive extended health benefits. - Starting wage in the range of \$25/hour or more for someone with strong warehouse and supply chain management experience. - Wages are negotiable based on experience and offer a 100% wage match guarantee for Squamish residents – they will match your wage in the city or Whistler and save you the commute. - Equal Opportunity Employer supporting Women in Trades.
<p>Job Posted By</p>	<p>Avia Employment</p>