

Position Title: **SHIPPING & RECEIVING**
Job Type: **FULL TIME**
Compensation: **BASED ON EXPERIENCE**

WINDSOR PLYWOOD

We specialize in hard-to-source interior and exterior home finishing products including flooring, doors, mouldings and especially wood products. Our goal is simple – ***focus on our customer's needs and provide outstanding customer service.*** We're more than a local building supply company, and our business model is also very different. Most of our locations are family affairs – independently locally owned and operated, not top-down like most franchise groups. We carry high quality, responsibly sourced products and are committed to providing outstanding value and personalized, one-on-one service to all of our customers. We are proud to have been in business 50 years with stores across Canada and in the Pacific Northwest region of the United States.

SUMMARY OF POSITION

The Shipping & Receiving position is critical to the successful operation of a Windsor Plywood Distribution Center. The role requires detailed responsibility to visually inspect and record all incoming shipments. Basic forklift operation is needed to unload building material – doors, plywood, molding, flooring – which are not typical shipping dimensions. The Operator is required to administer paper work and account for transactional activity with Shipping Office throughout the shift.

THE BENEFITS

- ✓ Gain experience working with a Building Supply Company in business for **50+ years**
- ✓ Competitive Pay | Extended Health Benefit Program
- ✓ Dental, Pharmaceutical, Travel Insurance, Life | LTD insurance
- ✓ Paid vacation time
- ✓ Sales team not required to regularly work Evenings, Sundays & Statutory Holidays
- ✓ Consistent, safe, healthy & temperature-controlled work environment
- ✓ Employee Mental Health & Well-Being program and resources
- ✓ **PERKS:** Employee deep-discounted pricing on all products | Paid-training opportunity

KEY RESPONSIBILITIES

- Shipping & Receiving | Ensuring all inventory leaving/entering Yard has appropriate paper-work
 - Order picking, pulling, palletizing, staging & loading
 - Loading & unloading of Transport & Delivery vehicles
 - Operate Forklift in a diligent, professional & safe manner
 - Actively monitor material organization, stocking levels, & accuracy in Yard
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- Diligently follow Check-lists, policies, processes & procedures
- Maintain a safe & positive work-environment

KEY REQUIREMENTS

- Prior Forklift Operator experience (*2 Years*)
- Minimum Grade 12 Education | Prior Building-Yard experience is an asset
- Strong work ethic and self-motivated/self-directed, with an ability to work independently using sound judgment, logical reasoning skills, and intuition
- Excellent verbal and written communication skills in English
- Prioritize tasks and manage time effectively, always mindful of the customer
- Flexible, honest, acting in all situations with professionalism and integrity
- Able to deal with changes, delays, or unexpected events in a professional & timely manner
- Permanent resident of Canada

WORKING CONDITIONS

- Positional Tasks
 - Sitting (Forklift/Driving) 35%
 - Walking 15%
 - Standing 20%
 - Lifting 10%
 - Carrying (up to 66lbs) 10%
 - Trunk Rotation 5%
 - Pushing/Pulling 3%
 - Stair/Ladder Climbing 2%
- Regularly Lifting up to **66lbs** (*bag of cement*) including the following types:
 - Low-level & waist level 50%
 - Above-shoulder 15%
 - Front carry 20%
 - Shoulder-carry 15%
- Operating Forklift (*15-20 Hours/week*) – Sit-Down Counter Balance 8000lb Capacity
 - Visual acute ability – peripheral, depth perception, low-light, rain/wind/snow
 - Jarring/Jolting exposure – asphalt, un-even pavement, gravel
 - Vibration exposure – asphalt, un-even pavement, gravel
- Pushing & Pulling (*350lb pallet*) including the following types:
 - Pushing Stationary & Walking 50%
 - Pulling Stationary & Walking 50%
- Positional Tasks



Forklift Seat-Sitting, Trunk Rotation, Standing, Walking, Forward Bending, Climbing, Shoveling

- Climbing
Into Forklift, Up Stairs & Ladders, Onto Lumber Piles
- Exposure to dust, dirt and adverse weather conditions – including rain, snow, wind, sun
- Visual ability to use Computer screens & read small-labels
- Auditory ability to use telephone hand-set & portable radios

Applicants must be legally entitled to work in Canada without sponsorship. We thank you for your interest; however, only those selected for an interview will be contacted.