



Position Title: **ASIA PACIFIC DEPT | SHIPPER**  
Job Type: **FULL TIME**  
Location: **LANGLEY | Head Office**  
Compensation: **Salary \$45,000 to \$55,000 per year**

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## WINDSOR PLYWOOD HEAD OFFICE

We are a wholesaler of building materials with Dealer Stores that specialize in hard-to-source interior and exterior home finishing products including flooring, doors, mouldings and specialty wood products. Our goal is simple – **focus on our customer's needs and provide outstanding customer service**. We are more than just another building supply company, and our business model is also very different. Most of our dealer locations are independently locally-owned and operated. 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 62 stores across Western Canada and in the Pacific Northwest of the United States.

## ASIA PACIFIC DIVISION

Windsor's Asia Pacific Division concentrates on direct sales to wholesalers and builders overseas. Originally formed to focus on Japan, this division now markets to a range of off-shore countries. We specialize in hard-to-source interior and exterior home finishing products including flooring, doors, mouldings and especially wood products. We carry high quality, responsibly sourced products. Our goal is simple – **focus on our customer's needs and provide outstanding customer service**.

## SUMMARY OF POSITION

This position is responsible for the Shipping & Receiving of all products & materials receiving into the Asia Pacific Department. Responsibilities include shipping palletized and container loads. Many of the products are speciality and require customized crating and packaging before shipping. The position requires a high attention-to detail and strong communication skills. The role reports to the Asia Pacific Division Manager.

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## THE BENEFITS

- ✓ Competitive Pay | Full Employee Benefits
- ✓ Monday – Friday | Statutory Holidays Off
- ✓ Consistent interior safe, & healthy work environment
- ✓ Employee Mental Health & Well-Being program and resources
- ✓ Employee deep-discounted pricing on building materials

## KEY RESPONSIBILITIES

- Japanese Quality Management Systems – efficient handling of materials with the emphasis on quality and care during the loading and reloading process
- Construct supportive bracing & dunnage for shipment stability
- Construct customized crating and packaging for speciality product as required
- Loading & unloading of transport & delivery vehicles
- Actively monitor material organization, stocking levels, & accuracy in department





- Demonstrate high-knowledge of inventory details, location and storage placement
- Demonstrate ability to identify grades, dimensions & species of lumber & building materials
- Ability to read & convert metric & standard (imperial) units of measure
- Develop load plans for Shipping Sea Containers | 20' & 40' Sizes
- Create Load Sheets displaying: purchase order numbers, general product description, quantity per package, weight and package dimensions.
- Recognize situations that would impact customer expectations and problem-solve
- Answer phone calls, emails, and radios as received
- Professional communication regarding follow-up, change-orders and shipping instructions
- Operate Forklift in a diligent, professional & safe manner
- Diligently follow Check-lists, policies, processes & procedures

## KEY REQUIREMENTS

- Some Post-Secondary Education
- Excellent verbal and written communication skills in English | **Japanese speaking is an asset**
- Operation of a Sit-Down Counter Balance Forklift
- Minimum 2 Years of Warehousing | Yard experience required
- Prior Sea Shipping Container loading and shipment crating construction
- Applicants with prior Building Material Supply experience will be given preference. However, applicants will professional skills from other industries will be strongly considered
- Strong work ethic and self-motivated/self-directed, with an ability to work independently using sound judgment, logical reasoning skills, and intuition
- 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 with an active BC Driver's License preferred \*\*work visas may be considered for the right candidate, subject to training bond.
- Ability to lift over 75 pounds

## WORKING CONDITIONS

- **Shift: 10:00am – 7:00pm**
- Exposure to some dust, dirt and adverse weather conditions – including rain, snow, wind, sun
- Required to work extended time standing & operating Fork Lift with required Safety Boots.
- Working under tight deadlines & using sound-judgement & discretion



*Windsor Plywood welcomes employees with disabilities. Accommodations are available on request for employees taking part in all aspects of the selection process.*

