



Tel: (403)242-0404
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Overview:

The Mountain View yard shipper/supervisor will be responsible for the daily operations within the lumberyard, ensuring a positive experience for all our customers. Excellent customer service combined with attention to detail and problem solving techniques will all be necessary in achieving this experience. A strong belief in the direction and goals of the company will be essential to this position.

Requirements for Consideration:

- Shipping/Receiving experience.
- Ability to direct and train others as team members
- Previous supervisory experience in a customer service environment
- Familiarity with building materials or previous experience in a lumber yard.
- Ability to work as a motivated individual or a contributing member of a team.

Responsibilities of the Position:

- Ensure accurate and safe handling of all orders; deliveries, receiving, and pick up customers.
- Facilitating delivery schedules and ensuring all orders are built precisely and in a timely manner.
- Follow proper documentation procedures.
- Ensuring all safety policies are being followed, equipment is being used correctly and properly maintained.
- Ensuring goals/training requirements are outlined and monitored for yard staff.
- Maintain a weekly schedule for yard personnel.
- Delegate and check delivery and pick-up orders to ensure accuracy and exceptional customer service.
- Responsible for maintaining the inventory in the yard by conducting cyclical counts.
- Keeping the yard clean and organized.
- Co-ordinate with the sales personnel to ensure great communication between the yard and sales.
- Delegate housekeeping tasks when appropriate.
- Assume other duties as assigned by management.

Contact Info:

Hiring Manger: Brad Pettafor

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