

**Warehouse Person
Kelowna
Full-Time**

Reference Number: CAN-BC-KEL-203-181217

Founded in 1989, CanWel is headquartered in Vancouver, British Columbia and trades on the Toronto Stock Exchange under the symbol CWX, and is Canada's only fully integrated national distributor in the building materials and related products sector.

CanWel operates multiple treating plants and planing facilities in Canada and the United States, and operates distribution centres coast to coast in all major cities and strategic locations across Canada, and near San Francisco and Los Angeles, California. CanWel distributes a wide range of building materials, lumber, and renovation products. In addition, through its CanWel Fibre division, CanWel operates a vertically-integrated forest products company based in Western Canada, operating from British Columbia to Saskatchewan, also servicing the US Pacific Northwest. CanWel owns approximately 136,000 acres of private timberlands, strategic Crown licenses and tenures, log harvesting and trucking operations, several post and pole peeling facilities, and two pressure-treated specialty wood production plants.

Summary

Reporting to the Operations Supervisor, the Warehouse Person is responsible for efficiently and accurately assembling products for customer orders, loading orders onto customers' trucks, receiving inventory from suppliers, and receiving and restocking customer returns.

Expected Contributions

- Unloads building material supplies safely and promptly from delivery trucks, and properly places in the warehouse.
- Accurately, efficiently, and safely picks and assembles customer orders.
- Processes receiving tallies and packing slips without delay.
- Assists customers by loading orders onto delivery trucks.
- Conducts spot inventory counts.
- Receives and restocks inventory returns.
- Maintains a clean and organized warehouse.
- Adheres to all work safety rules and regulations.
- Adheres to customer service commitments.

Knowledge, Skills, and Abilities

- Certification in the following equipment is desirable: counterbalance forklift.
- CanWel is willing to train in-house.
- Must have own steel-toed boots.
- Minimum one year warehouse experience and be familiar with order picking process.
- Able to lift up to 50 pounds or 23 kilograms occasionally.
- Bending, lifting, and reaching during course of shift.

Education: High school diploma

Work Location: 205 Champion Street, Kelowna, BC V1X 7S9

Hours of Work

- Typically Mondays to Fridays
- Daytime hours
- Must be flexible with start and finish times

Note: Hours may change due to operational requirements.

Working Conditions: Able to tolerate outdoor working conditions

If you are interested in applying, please send your resume and cover letter in **MS Word format** to careers@canwel.com quoting:

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in the subject line.

CanWel welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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.