

## THE OPPORTUNITY

Slegg Building Materials is currently seeking a Full Time Head Hand to work Monday to Friday. The pay range is \$20.50 to \$22 per hour.

## THE LOCATION -CUMBERLAND

The township of Cumberland is in the Comox Valley just outside of Courtenay, approximately 2.5 hours from Victoria and about 1.25 hours from Nanaimo. This 112,000 square foot location is located just off the highway for easy access for contractors and DIY customers. The team of over 40 has a great team environment. Spacious and clean facility with a positive working atmosphere and great customer service culture.

## THE RESPONSIBILITIES

- Ensure all products leaving the yard on deliveries are accurately accounted for.
- Co-ordinate with Shipper to adhere to time sensitive deliveries.
- Communicate with the operations team via telephone and email
- Manage and supervise a small team of order builders to maximize efficiency.
- Ensure trucks are loaded properly and safely. Co-ordinate with drivers to make sure they feel confident and comfortable with the load.
- Don't allow damaged product to leave the site.
- Ensure that all deliveries leaving our yard first thing in the morning are completed, accounted for, and loaded onto the corresponding truck scheduled for that delivery the evening beforehand.
- Keep communications board organized and up to date at all times.
- Work safely and efficiently under time restraints and high pressure situations.
- Communicate with the shipper to fully understand and execute the plans for each day. As well as any changes that may happen through out the day.
- Maintain the cleanliness of the building, loading and banding areas.
- Adjust paperwork if needed to ensure its 100% accurate at all times.
- Ensure adherence to all company and safety policies
- Continuously strive to achieve company objectives regarding productivity and customer service
- Ensure a positive and safe work environment
- Obtain and follow clear direction from managers and ensure a high level of effectiveness
- Any other job related duties as assigned by supervisors/managers

## THE REQUIREMENTS

- Strong interpersonal and organizational skills
- Strong leadership skills
- Ability to work in a fast paced environment
- Ability to work rotating shifts, including evenings
- Previous experience in a similar role is required
- A broad knowledge of building supplies is required
- Forklift experience considered beneficial
- A positive can do attitude is essential

Please send your applications to [HR@slegg.com](mailto:HR@slegg.com) or apply online at [www.slegg.com/careers](http://www.slegg.com/careers)

*Thank you for your interest in Slegg Building Materials. Only those chosen for an interview will be contacted.*