

THE OPPORTUNITY

Slegg Building Materials is currently seeking a Full-Time Receiving and Transfers employee to work Monday to Friday 8am to 4:30pm. The pay range is \$16-\$19 per hour.

THE LOCATION - DUNCAN

Duncan is the commercial centre of the Cowichan Region with a growing population where young and old are looking for an outdoor lifestyle and home affordability. This region is seeing substantial growth in housing and multi unit dwellings. Surrounded by beautiful nature landscapes, you will find one of our smallest locations, just 5 minutes north of downtown Duncan on the Trans Canada Highway. This location has a fresh team with new management eager to grow the business in the Cowichan Valley. Be a part of the growing community and join this close-knit team with a family feeling.

THE BENEFITS

Slegg offers competitive benefits including Drug and Dental Coverage, practitioners, disability and life insurance. Retirement savings plan with RRSP contribution matching (after 1 year of service), exclusive Employee stock purchase plan. You'll be able to take advantage of exclusive company discounts on all products sold at Slegg and our partnerships with Telus Mobility, Suburban Motors, Good lift Fitness and Popeye's allows discounts on a variety of products. All Slegg employee's and their immediate family members are eligible for an annual Scholarship program which offers onetime payments directly to an accredited school of attendance. Pre Covid, we offer monthly complimentary breakfast or lunch for our staff- We hope to do these again soon!

THE RESPONSIBILITIES

- Check merchandise and supply deliveries for accuracy
- Receive incoming freight into system
- Tag product for special orders
- Prepare paperwork for payables
- Department cleanliness
- Operate a forklift to unload freight
- Maintain accuracy of inventory by thoroughly reviewing packing slips and purchase orders
- Resolve damaged product issues
- Process transfers for shipments going to other locations
- Maintenance and control of the Return to Vendors
- Position will be working inside and outside

THE REQUIREMENTS

- Minimum two years of experience is an asset
- Ability to be precise and accurate
- Broad knowledge of building supplies and home improvement products is an asset
- Competent with Microsoft Excel and Outlook
- Ability to operate a forklift is an asset or training provided

- Effective communication skills and ability to read and speak English
- Physical requirements include:
 - Ability to lift and carry up to 50lbs
 - Sitting and standing for long periods of time
 - Pulling, pushing, bending and torso twisting movements with weight

Please apply online at www.slegg.com/careers or email HR@slegg.com

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