



The **Driver/Lumber Yard Associate** is responsible for delivering products and/or supplies to customers, vendors, job sites, or other corporate locations. Duties include operating freight handling equipment, maintenance and operation of company vehicles, verification of administrative paperwork, and working with the public at large. The delivery person must safely perform all assigned tasks with sufficient speed and accuracy to support store efficiency and a high level of customer service. They are also responsible for helping to maintain the yard; load, unload and store materials, help maintain stock and provide excellent customer service.

DUTIES / RESPONSIBILITIES:

- Move heavy and bulky merchandise for customers and sales personnel.
- Advise supervisor of shortages or damaged goods.
- Do odd jobs and run errands.
- Maintain vehicle maintenance records.
- Check delivery documents.
- Report company vehicle maintenance needs to supervisor.
- Follow company procedures regarding required signatures, forms, receipts, etc.
- Report customer complaints to management.
- Assist in loading and unloading merchandise and materials.
- Follow all safety precautions when operating company vehicles and loading or unloading freight.
- Stay alert for sales opportunities.
- Suggest rule or policy changes to supervisor when such changes would improve efficiency, morale, operations, profits, sales, etc.
- Follow all delivery and receiving procedures and company policies as determined by management.
- Follow proper documentation procedures for any merchandise that is to be returned or refused.
- Maintain proper security over merchandise and delivery documents.
- Attend meetings, training sessions, etc. as required.
- Work on additional duties and assignments as assigned by management.
- Work in a safe manner in accordance with provincial and federal safety legislation. Report any potential hazards and unsafe behavior to management in order to have the situation corrected.

QUALIFICATIONS:

- High School graduation or equivalent.
- Ability to work a flexible schedule including weekends, evenings, and holidays.

- Ability to communicate effectively with customers, management, and other employees in person, by telephone, or by FM radio.
- Ability to work co-operatively in a team environment.
- Ability to visually verify contents of shipments.
- Ability to safely operate loading, unloading, and transfer equipment (forklifts, pushcarts, etc.), as well as company vehicles. Must safely secure cargo.
- Must maintain a good driving record and lawfully operate all company vehicles used to make deliveries.

PHYSICAL REQUIREMENTS:

Must move merchandise weighing up to 100 pounds to and from company vehicles in the delivery process as well as within the yard.