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## **Customer Service Attendant (Yard Labourer)**

**Winnipeg, MB**

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**Post Date:** 3/13/2019

**Posting Number:** 19-048

**Close Date:** 3/20/2019

**Number of Positions:** 2

**Region:** MB & SK Region

**Reports to:** Customer Service Supervisor

**Job Type:** Full-Time

### **Position Overview:**

Star Building Materials is an independent, wholly owned division of Qualico, and we are seeking a Customer Service Attendant (Yard Labourer) to join our team.

Reporting to the Customer Service Supervisor, the Customer Service Attendant (Yard Labourer) is responsible for prompt and courteous service to P/U customers, pre-packaging of customer orders and general housekeeping of Customer Service warehouse and yard area.

### **Key Accountabilities:**

- Provide excellent customer service to customers by assisting with material pick-ups and returns.
- Work in accordance with Star Building Materials' procedures including safety policies and programs at all times.
- Complete daily inspection of forklifts and daily task list received from Customer Service Supervisor.
- Maintain organization and cleanliness of customer pick up area and warehouses.
- Assist Star drivers with loading and unloading product as required.
- Ensure all picked up material packages are verified for accuracy in material types and quantities.
- Perform daily stock rotation using a combination of a forklift and by hand.
- Follow hygiene and dress code standards in order to best represent Star Building Materials to the public.
- Various duties as assigned.



**Education & Qualifications:**

- Minimum educational requirement – Grade 12 Diploma or equivalent.
- Ability to lift, carry, push, pull and load/unload various building materials weighing up to 75lbs.
- Attention to detail, good hand/eye coordination and situational awareness of the physical work environment.
- Good customer services skills and communication skills (verbal/written).
- Prior similar work experience would be an asset.
- Ability to operate a forklift and other power tools would be an asset.
- Knowledge of residential and commercial construction industry would be an asset.

**Working Conditions:**

This position is physical and works primarily in the yard with inclement weather, dust and noise. There is exposure to potential accidents or occupational hazards.

It is Qualico practice to request a criminal record check prior to finalizing the appointment of successful candidates.

**About Star:**

Star Building Materials is an independent, wholly owned division of Qualico. The company is a leading provider of building materials, trusses, ready to move homes, and cottage and garage packages operating under the Star Building Materials, Star Ready to Move Homes and Star Truss brands. With over 50 years of experience, Star Building Materials is committed to providing reliable and innovative products and services.

At Star, our people make the difference. We offer competitive compensation packages including group benefits and RRSP match programs.

**How to Apply:**

If you are interested in joining the Qualico team, please submit your cover letter and resume to [careers.winnipeg@qualico.com](mailto:careers.winnipeg@qualico.com) by no later than 4:00 pm, March 20 2019.