



Simpco Resources 2020 Limited Liability Partnership (LLP)

Position: Delivery Driver / Yard Attendant

Job Description:

- Provide a high level of customer service and product expertise for all customers in the yard
- Ensure accuracy and integrity when reviewing receipts to issue correct materials to customers
- Inspect yard returns, ensuring return policies and conditions are being met
- Ensure accuracy when entering delivered products into inventory
- Load and unload materials being delivered to the yard
- Accurately organize lumber orders that require delivery or being picked up
- Maintain cleanliness and order of materials in the yard
- Practice and maintain safe procedures for the handling of all yard materials
- Operate forklifts
- Operate skid-steer
- Adhere to all company safety requirements
- Wear and maintain all PPE
- Ability to communicate effectively
- Operating HIAB cranes within BC Association for Crane Safety operational standards
- Process truck logs and record of materials/ supplies transported, along with other required paperwork.
- Conduct pre-trip truck inspections to ensure truck and crane are operating properly and notify management if any repairs or maintenance are required.
- Other duties as assigned

Qualifications

- Highly skilled in providing timely, efficient, and considerate customer service
- Excellent listening, communication, and organizational skills
- Detail orientated and strong attention to following safe work practices
- Ability to perform job duties that involve stretching, bending, lifting, and carrying objects of varying weights
- Must have a valid Class 5 driver's license and a current drivers abstract
- Must have a current forklift certification
- HIAB crane operator certification