

Career Opportunity



POSITION: Yard Clerk (2) – Part- Time (Temporary)
DEPARTMENT: Farm and Home – Lumber Yard
WAGE SCHEDULE: \$15.76/hr.
LOCATION: Farm and Home Centre (Yard Operations)

RESPONSIBILITIES:

- Keep yard and warehouse organized with easy access to products through housekeeping.
- Provide information, assistance and excellent service to members and customers.
- Look after customers and contractors and help find products, load/unload vehicles.
- Ensure that all products leaving the yard have been invoiced and avoid damage in the yard.
- Maintain constant alert against the unauthorized removal of merchandise.
- Demonstrate positive approach to the job and promote a positive image of the Co-op.
- Operate forklift with the required certifications & training; attend weekly safety meeting.
- Assist Head Yard Clerk with ordering and maintaining inventory and following directions.
- Other duties as assigned.

REQUIREMENTS:

- Grade 12 Diploma.
- Knowledgeable about feed and lumber.
- Experience loading and unloading products using forklift.
- Strong work ethic and ability to work in a team environment.
- Must have a valid driver’s license. Class 3 would be an asset.
- Willing to learn and advance in the Co-op.
- Take directions from supervisors and are willing to work in adverse weather conditions.
- Build positive relationships with Contractors, Customers and Co-workers.
- Clean, Neat Appearance.
- Able to work all shifts.
- Excellent customer service skills.

• *A COMBINATION OF RELEVANT EDUCATION AND EXPERIENCE MAY BE CONSIDERED.

REPORTS TO: FARM AND HOME MANAGER: DOUG KOEHN

DEADLINE: April 9, 2024

TO APPLY: Submit your resume to jazmin.andino@pinchercreek.crs

If you require additional information, please contact Jazmín Andino, Human Resources Advisor at 403-627-2667 Ext.126

Employees interested in the above position are to inform their immediate supervisor of their intentions, **before** they approach the contact person.