

Career Opportunity



Pincher Creek Co-op is now accepting applications for a **Yard Clerk** to join our team. This is a **Temporary/Part-Time** position, starting as soon as possible.

Reporting to the **Lumber & Hardware Manager**, the successful candidate will play a key role in assisting customers, maintaining the yard, and ensuring efficient 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 has 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 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 follow 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 valid driver's license. Class 3 would be an asset
- Willing to learn and advance in the Co-op
- Take directions from supervisors and willing to work in adverse weather condition
- Build positive relationships with Contractors, Customers and Co-workers
- Clean, Neat Appearance
- Able to work Fridays to Mondays
- Excellent customer service skills

If you're looking for a **hands-on, active role** in a **team-oriented environment**, we'd love to hear from you! **Apply today and be part of our team!**

Job Type: Part-time

Pay: From \$17.00 per hour

Expected hours: 24 – 32 per week

Benefits:

- Company events
- On-site parking
- Paid time off

Work Location: In person