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243 Huron Road, West (Hwy #7/8)
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Yard Worker/Delivery Driver

Allen Building Centre, a division of Adams Building Supply Limited, is a family owned and operated business providing quality lumber and building supplies to professional and retail customers in Southern Ontario. We are known for our high levels of customer service and our ability to find solutions to the problems of our customers. We require the addition of a Yard Worker/Delivery Driver to our team of quality people at our **Woodstock location**.

Our core competency is our ability to provide efficient, fast delivery with exceptional customer service to both our contractor and consumer customers. You possess enthusiasm as well as a positive attitude and are willing to go the extra mile to ensure our customers receive the outstanding service experience they deserve. You are willing to work hard and adapt quickly to changing priorities in a fast-paced environment during the busy season. You are organized and willing to assist wherever help is needed, whether in the yard, assisting with deliveries, or driving delivery trucks. Heavy lifting is a requirement. Previous lumberyard and forklift experience is an asset for this job.

Reporting to the Yard Foreman, principal duties will include but are not limited to –

- Safe loading and unloading of delivery vehicles, customer vehicles and supplier deliveries.
- Receiving supplier deliveries, checking for accuracy and neatly putting away or organizing stock in the yard in a timely fashion
- When driving delivery vehicles, operate in a safe and courteous manner and in compliance of all MTO regulations including maintaining daily logs and daily trip inspections as required
- Help maintain, keep clean and be respectful of all company equipment
- Assist with deliveries that require extra personnel.
- Helping yard customers find product, load and unload vehicles, and verify proper products and amounts are supplied according to invoices or packing slips.
- Use proper material handling techniques to ensure minimal damage to yard inventory
- Be able to work outside in all weather conditions
- Assume other duties as assigned by the yard foreman

Allen Building Centre offers a competitive compensation and benefits package.

All submissions will be treated with complete confidentiality. Please forward your resume in confidence to:

Jamie Adams
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668 Peel Street
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