



Patene Building Supplies Ltd.

Milton Commercial Roofing – 8069 Lawson Road

Job Title: Warehouse Lead/Assistant Shipper

Organizational Relationship: Reports to Traffic/Shipping Manager
(Upon absence of Traffic/Shipping Mgr. reports to Branch Manager.)

General Job Description: All general yard/ warehouse duties such as:

- Verifying all orders, returns and transfers for accuracy
- Picking/ Staging orders and transfers
- Loading Trucks for deliveries/offloading & receiving (outside carriers/transfer) trucks
- Reporting of damaged/ missing materials or equipment & required paperwork completed
- Assist Inventory Manager with cycle counts and warehouse organization
- Supervision of housekeeping (ensure yard and warehouse are clean, organized and safe)
- Cleanliness of forklifts & daily circle check reports
- Assist on deliveries when required
- Assist Traffic Manager with duties when required
- Act as Traffic Manager in absence of Traffic Manager
- Adhere to company health and safety policies
- Professional and courteous interaction with staff, customers and suppliers
- Participate in training as required
- Work in adverse weather conditions both indoors and outdoor
- Ability to lift 50 lbs. plus continuously
- Other duties as assigned.

Licensing Required:

- General forklift Certification
- G/G2 License *if applicable*

Patene Training Required:

- Counterbalance (lift truck) Training
- WHMIS
- TDG (Transportation of Dangerous Goods) *if applicable*
- Fall protection *if applicable*
- AODA
- Employee Health & Safety Awareness Training
- Additional training as required

Email resume and cover letter to HR18@PATENE.COM