



Patene Building Supplies Ltd.

JOB DESCRIPTION

Description:

Patene Building Supplies Limited is a distributor of drywall, steel framing components, insulation, acoustic ceilings, shingles and other building materials for the residential and commercial construction industries. We have fifteen (15) branch locations throughout Ontario & Manitoba to serve our customer base of contractors, builders and retail customers.

We are currently seeking an energetic individual for the position of Shipper for our Metro-West branch located in Milton, Ontario.

Responsibilities:

- Instruct and supervise all aspects of shipping and receiving
- Monitor and ensure completion of daily truck reports, timely maintenance of forklifts and trucks
- Oversee the securement and accuracy of loading and unloading of deliveries
- Perform quality audits of the shipped goods for both incoming and outgoing items prior to signing off, as well as site audits to ensure quality of service
- Problem solve for any cases of missing documents, shipments and deliveries
- Ensure proper training and supervision of drivers, forklift operators and yard personnel
- Maintain a safe and clean work environment, organizing products in warehouse and yard for efficient movement
- Ensure all incident and accidents WSIB required paperwork and reports are completed and forwarded to Health & Safety
- Conduct monthly safety meetings with the staff
- Adhere to and enforce all company's Health & Safety policies & Government regulations
- Perform weekly inventory counts, as required
- Professional and courteous interaction with employees, customers, suppliers

Qualifications:

- Completion of high school
- 1-2 years working experience in shipping and receiving role, preferably in the building materials industry
- Attention to detail in all areas of work
- Good organizational, time management and prioritizing skills

- Excellent communication, customer service and computer skills
- Strong work ethic and positive team attitude

Attention: Ian Morrison

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