



FULL TIME WAREHOUSE PERSONNEL

Branch 11 Calgary, Alberta

This is a permanent full time salary position where extended hours and weekends may be required. You will be reporting to the Operations Manager.

General Description:

- Shipping and receiving of household goods shipments
- Forklift operation
- Maintain an inventory of packing materials and move equipment including pads and vaults
- Proper storage and inventory of SIT and LTS shipments
- Supervision of warehouse laborers for paperwork compliance and policy and procedure
- Reporting of performance based issues with warehouse laborers to the branch manager
- Ensure the warehouse is kept clean and organized
- Complete monthly warehouse facility report
- Fire Safety Supervisor
- Liaison with dispatch for scheduling of inbound and outbound shipments
- Advise dispatch or branch manager of loads received from outlying branches which may result in extraordinary damage concerns
- Act as the WHMIS supervisory representative for the warehouse
- Required participation as an employee representative on the Branch Health and Safety Committee
- General warehouse duties
- Other duties as assigned

Physical requirements:

- Must be able to push/pull objects of 100lbs
- Must be able to climb stairs and ladders, work standing for extended lengths, walk distances of 300ft, and distances on both even and uneven surfaces
- Physical requirements also include climbing down from forklift, trailers and containers, repetitive hand work, the ability to look over both shoulders and have the use of both hands
- Command of the English language both verbal and written

Work Experience and Education requirements:

- Class 1 License
- Forklift Certification
- Standard Level 1 First Aid
- Minimum of 1 year forklift experience
- Minimum of 1 year warehouse experience specific to Household Goods

Please submit your cover letter and resume to sha-rae.tooley@matco.ca or via fax at (403) 236-5031. Closing date is August 13, 2010.