

### **The Opportunity**

Slegg Building Materials is currently seeking a Full-Time Lead Hand to join our team. The shifts are Monday - Friday 8am - 4:30pm. The wage range is \$24.25 - \$26 per hour.

### **The Location - Tofino**

Located on the west coast of Vancouver Island, you can enjoy a quiet lifestyle, beach and surf all year round. Our Tofino team is known for always delivering the best customer service and experience from Tofino to Ucluelet. It is our smallest branch with a small team of hard workers. This is a branch where "everybody knows your name"

If you believe you have the ability and desire to be part of a team that always strives for excellence and be known in this small community then we have a great opportunity for you.

### **The Responsibilities**

- Build orders
- Verify yard products on transfer trucks and unload stock truck
- Assist with cycle counts in the yard
- Communicate with Operations Supervisor and Assistant Store Manager
- Create daily task lists for the yard team
- Support with Field ID's
- Ensure pre-trip inspections are being done prior to deliveries
- Maintain cleanliness of yard
- Assist customers
- Ensure adherence to all company and safety policies
- Continuously strive to achieve company objectives regarding productivity and customer service
- Ensure a positive and safe work environment
- Obtain and follow clear direction from managers and ensure a high level of effectiveness
- Communicate ideas on improving the yard layout
- Any other job related duties as assigned by supervisors/managers

### **The Requirements**

- Broad knowledge of building supplies and home improvement products is an asset
- Superior customer service skills
- Must be available for quarterly inventory
- Knowledge of Excel is an asset
- Effective written and oral communication skills
- Ability to work independently and as team
- Available to work flexible hours including weekends
- Knowledge of basic mathematics
- Physical requirements include:
  - o Ability to lift and carry up to 50lbs
  - o Standing for long periods of time

### *Our Core Values*

- 1. Our people have the independence and authority to make a difference*
- 2. We invest in relationships and every person is important*
- 3. Our highest priority is serving others*
- 4. We passionately pursue a safe work environment along with a relentless focus on operational excellence*
- 5. We believe you can never go wrong, doing the right thing*

Please send resume to Nicole Murphy at [n.murphy@slegg.com](mailto:n.murphy@slegg.com)