



Convoy Supply Construction Materials

Administration Office: 8183 130 Street Surrey, BC, Canada V3W 7X4
Telephone: 604.591.5381 Fax: 604.572.7476 Website: www.convoy-supply.com

Position: Warehouse Worker

Location: Victoria

Full-time

Job Duties

- Prepares orders by processing requests and supply orders; pulling materials; packing, wrapping and labelling pallets; placing material in staging area
- Completes order shipment by loading trucks efficiently; ensures accuracy and quality of orders being loaded
- Unload incoming material shipments and store efficiently in designated locations
- Assist in effective completion of inventory audits
- Maintain quality service by following organization standards
- Maintains safe and clean work environment by keeping warehouse neat; complying with established policies and procedures
- Documents actions by completing forms, reports, logs, and records

Qualifications

- Teamwork, coordination, organization, planning, time management, reporting skills, inventory control, documentation skills, equipment maintenance, and dependability
- Minimum 6 months experience as a forklift operator
- Excellent communication skills both verbal and written (English)
- Excels at operating in a fast pace, community environment

We offer a competitive salary and benefits package. If you wish to have a career in a fast paced industry, join our team!

All interested candidates can email their resume to : hiring@convoy-supply.com.