

## JOB POSTING DETAILS

<b>Employer</b>	Soo Mill and Lumber Company Limited (Soo Mill)	<b>Job Type</b>	RI
<b>Job Title</b>	Receiver	<b>Duration</b>	Full Time
<b>Job ID</b>	11437	<b>Location</b>	Sault Ste. Marie
<b>Date Posted</b>	September 14, 2021	<b>Closing Date</b>	October 5, 2021

### Job Overview - Description & Duties

Do you pride yourself on your organization skills and your attention to detail? Would you like to work in positive environment, in which you can build a career with a forward thinking and growing company? Then this career opportunity is for you!

We are currently hiring a Receiver to join our Retail team in Sault Ste Marie, Ontario.

The selected candidate will be provided with an opportunity for individual growth and training to build their team effectiveness skills, product knowledge and material handling skills. Our employees are among the best compensated professionals in our industry, including a full benefits package, pension, employee discounts, and a competitive salary.

#### JOB TASKS AND RESPONSIBILITIES

- Receives, checks, unloads, sorts and stocks incoming materials in proper location
- Ensures receiving dock is properly maintained to meet operational requirements
- Checks material against Bills of Lading, checking for damage or shortage and ensuring proper documentation is maintained
- Prepares and receives transfers
- Selects materials according to order and loads directly onto truck or place for shipment as required
- Responsible for maintaining a clean and neat warehouse and receiving area. Performs general labour and clean-up duties as necessary. Practice and enforce safety policies as written
- Responsible for proper handling and storage of all materials and returns

### Required Skills

#### SKILLS REQUIRED/QUALIFICATIONS

- Extensive knowledge of building materials
- Experience preparing loads for delivery
- Exceptional organizational skills
- Excellent trouble-shooting/problem-solving skills
- Highly motivated. Be a Self-Starter
- Ability to work a flexible schedule, including weekends
- Driver's License, G Class

### Other Requirements

#### Work Conditions and Physical Capabilities

- Fast-paced environment; Handling heavy loads; Physically demanding; working outside in all weather conditions

The selected candidate must be able to pass a criminal record check.

### How to Apply

If you would like to build your career with our company, please submit a copy of your resume & cover letter to:

Stephanie Veilleux  
Human Resources Manager  
Soo Mill & Lumber Co Ltd.

email: [sveilleux@soomill.com](mailto:sveilleux@soomill.com)

All applications are appreciated, but only those selected for an interview will be contacted. Employment is contingent upon a satisfactory response from a criminal record search. Soo Mill can provide disability related accommodations during the recruitment process. Please advise if you require accommodations when contacted for interview.