

## Forklift Operators

### THE JOB

The Weston Forest Operations team is currently recruiting for Forklift Operators.

**All Shifts: 7:00am – 4:00pm; 4:30pm - 1:00am 10:30pm - 7:00am**

### DUTIES & RESPONSIBILITIES

#### Order Processing and Storage:

- Review work orders to ensure proper signatures are present
- Load, unload and move product according to instructions indicated on work orders
- Pull stock and stage loads for shipping
- Perform product back-up tallies on species, grade, purchase order number and mill numbers
- Rotate stock as required and inform supervisor of any “stale” product
- Verify orders for outbound shipments, tallies and remove mill tags
- Receive and tally inbound product verifying purchase orders, driver’s paperwork and amount of product
- Offload inbound product, attach mill identification tags and complete required paperwork
- Ensure all inbound product is secured to proper tie bottoms, safely strapped and stored
- Ensure part bundles are shipped as applicable

#### Material Handling Equipment:

- Perform daily forklift inspection and record the results of the inspection
- Report safety requirements and/or damage to equipment to the supervisor in a timely manner
- Ensure product is stored, strapped and moved in a safe manner and to prevent product damage

#### Quality Control:

- Report any deficiencies in systems, facilities, machinery, equipment and/or tools immediately to your supervisor
- Record and/or report product damage/nonconformities to your supervisor as required
- Comply with quality control policies and procedures.
- Participate and contribute to effective production efficiency

### KNOWLEDGE & SKILLS REQUIRED

- Minimum of 3 years of Experience
- Outdoor work experience is an asset
- Knowledge of all grades of product lines through on-the-job training
- Strong verbal and written skills
- Organized and able to manage multiple tasks and deadlines in a fast-paced environment
- Strong initiative and follow-up skills
- Strong team player with ability to self-manage and prioritize
- Good math skills
- Knowledge of unit of measure as it pertains to lumber and panels

All candidates are required to be fully vaccinated.

## THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: "YOU'LL LOVE DOING BUSINESS WITH US".

### **Our Core Values:**

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more



Platinum  
member

