



a division of **Dunkley Lumber Ltd.** is seeking a highly motivated and energetic individual to join our team as a

Stores Clerk

Foothills Forest Products is a two-line softwood-lumber sawmill and planer facility that is currently undergoing optimization. Our facility is located 20 km south of the beautiful mountain community of Grande Cache, Alberta. We produce high quality lumber products that are sold across North America and in overseas markets. Please visit our website at www.dunkleylumber.com to find out more about us.

We currently have an opening for a Stores Clerk.

Key responsibilities include managing shipping / receiving of inventory, parts, etc. This includes ensuring the related documentation is correct and that inventory items are correctly warehoused. This position reports to the Purchaser.

The successful candidate will possess the following technical skills and experience:

- Knowledge of safe work practices as they relate to warehouse operations and equipment.
- Knowledge of warehousing/distribution procedures, shipping/receiving/inventory control systems and good knowledge of MS Excel and Word
- Excellent organizational skills, having a high degree of accuracy and attention to detail and ability to prioritize projects within established deadlines.
- Strong interpersonal and communication skills and a positive attitude.
- Good knowledge of warehouse equipment, forklift, hand jack, etc., and holder of valid driver's license - required to be or become a certified forklift operator.
- Ability to lift at least 50 lbs., bend or stoop to floor-level shelves and be able to reach upper shelves with the use of a ladder, etc. when necessary.
- Self-motivated, having the ability to work with little supervision, the ability to stay on task in a fast past environment and is a strong team player having the ability to work in a team environment.
- Fosters excellent working relations with internal and external customers and suppliers by providing courteous, efficient, and professional service.
- Minimum 2 years experience in shipping/receiving, warehousing, and inventory control is preferred.

This position offers a highly competitive salary and benefits package and rewarding opportunities to grow along with an industry-leading company.

If you possess the noted qualifications and are interested in joining our company, please submit your resume via email to:

Email: "reception_ffp@dunkleylumber.com"

Subject: Stores Clerk

Closing date: Until Filled

Grande Cache and area offers an outdoor lover's paradise; camping, fishing, hunting, and outdoor motorsports are all right outside your door. Our community also offers most of the facilities you would expect such as a newly renovated recreational complex, elementary / high schools and several quality businesses and restaurants. For more information on what our community and area have to offer, visit <https://mdgreenview.ab.ca/communities/grande-cache/>

We thank all applicants in advance, however, only those selected for an interview will be contacted.

