



EMPLOYMENT OFFER BULLETIN

POSITION: Various Full Time & Part time Positions	POSTING NO: 2007-041406
DEPARTMENT:	Various
REPORTS TO:	Management
WORK LOCATION:	Curtis Lumber – Main Yard, Sperling Avenue, Burnaby

Our Curtis Lumber Store on Sperling Avenue in Burnaby is currently looking for FT & PT staff to join their team. Details of the position are as follows:

Contract Sales inside/outside (2 F/T positions)

- Provide superior customer service to contractor accounts
- Must have substantial knowledge in the building supply industry
- Providing proven contract sales experience

Cashier

- Provide assistance and service to customers
- Providing assistance with stocking as assigned by management

Load Builder

- Primary duties include forklift operation for loading and unloading trucks on-site
- Must have forklift certificate

Yard Person

- Provide assistance and service to customers within the yard area including loading/unloading customers and supplier trucks
- Responsible for helping with the organization, maintenance and cleanliness of the yard and warehouse
- Help in maintaining standards on equipment repair (regular service and daily/weekly checks)

Counter Sales / Customer Service

- Provide assistance and service to customers with their building product needs
- Must have product knowledge in the building supply industry

Drivers (Van & Class 3 Drivers with Air)

- Must have a valid class 3 drivers license with Air Brakes
- Must have HIAB certification
- Solid knowledge in the Building Supply Industry
- Must be able to provide a current Driver's Abstract upon request

Expeditor

- Responsible for reading blueprints and establishing material take-offs from provided blueprints
- Provide exceptional customer service on contractor accounts by demonstrating the Rona values
- Assist customers with issues in regards to material take offs
- Convert sales order from contractors into invoices
- Responsible for writing up, keeping track, and looking after special orders

Receiver

- Works in collaboration with order clerk and store merchandiser(s) to facilitate an orderly flow of products and inventory. This position is accountable for all aspects of shipping/receiving including: data entry, claims, returns, and variances.

Stock (2 PT positions)

- Works in collaboration with fellow employees, management, and merchandising group
- Responsible for stocking end aisles and stack outs
- Responsible for moving received products to retail sales floor

We are looking for dedicated individuals who are passionate about providing exceptional customer service. You must be a team player with a positive attitude, possessing strong interpersonal skills. Relevant experience would be a definite asset, however training will be provided for the right individual.

POSTED ON:	2007-04-14
START DATE:	2007
APPLICATION DEADLINE:	2007-04-29

If you are interested in any of the above positions, please forward a copy of your resume to the following:

Curtis Lumber
Attn: William Denhertog / Pat Callaghan
840 Sperling Avenue, Burnaby BC V6B 4H8

E-mail: wdenhertog@curtislumber.ca
Fax: 604.293.0172