

Material Handler

An Emco Material Handler is expected to:

- Provide a professional atmosphere for our customers
- Uphold our Core Values and Ethics with every interaction
- Work safely and effectively as a Teammate
- Know how to safely operate a forklift and other material handling equipment
- Be courteous, friendly and build relationships with customers and vendors

Our Emco Plumbing & HVAC Profit Centre in Brandon, MB, is a location staffed by a professional team who pride themselves on the delivery of exceptional levels of customer service. We are looking for a **Material Handler** to join our team. This role will be a seasonal position with full-time hours.

We are Emco Corporation, a business to business Plumbing, HVAC, Waterworks and Industrial materials wholesaler. Find us on the web at www.emcoltd.com . Emco is one of Canada's leading national distributors of building products for the residential, commercial and industrial construction markets. Emco is a leader in each of its businesses, with opportunities for tremendous growth. At the same time, Emco continues to innovate, by developing new methods to efficiently serve its expanding customer base. Our business is growing and we're hungry for talented people.

Job Summary

Material Handlers are responsible for counting, verifying, receiving and putting away incoming vendor material and customer returns; for picking, packing and shipping customer orders. Attention to detail ensures the highest level of customer satisfaction.

This is a term position for **4 months**

Job Duties

1. Follow all Health and Safety rules and legislation while performing job functions
2. Load and unload trucks, operate forklift and other material handling equipment
3. Receiving duties;

- a. Upon unloading vendor shipments or customer returns, obtain the packing slip and verify material received. Note any discrepancies or damaged material
 - b. Print and verify the computer receiving documents and enter material received into the computer system
 - c. Identify special order material and damaged material and store in proper location
 - d. Note all shipping discrepancies on freight carrier's Bill of Lading, initiate freight claims and forward paperwork to appropriate teammate
4. Picking, packing and shipping duties
 - a. Pick material for customer orders, counting and comparing items to the shipping documentation
 - b. Assemble material and pack appropriately for pick up or shipment to customer
 - c. Complete documentation for any shipments being delivered via third party carrier or requiring Transportation of Dangerous Goods documentation
 5. Inform the supervisor of any inventory discrepancies, damaged/defective/ nonsalable material that would impact customer service levels
 6. Maintain warehouse cleanliness and safety. Remove empty cartons, metal banding, pallets and other debris. Inform Profit Centre Manager of any safety issues.
 7. Assist teammates in servicing customers at the counter.
 8. Perform any other reasonable duties as requested by immediate supervisor or Profit Centre Manager

Knowledge, Skills and Abilities

- Outstanding customer service and verbal communication skills
- Able to develop comprehensive product knowledge
- Able to learn to safely operate a forklift and any other material handling equipment
- Possess a high level of attention to detail
- Able to learn and operate the applicable software system (Trend) used to process orders
- Intermediate math skills – add, subtract, multiply, divide, using whole numbers, fractions and decimals
- Read, write, speak and understand English
- Ability to meet the following physical demands:

Lifting	Frequently, up to 50 lbs
Carrying	Frequently, up to 50 lbs
Pushing/Pulling	Frequently, up to 150 lbs

Preferred Skills:

- Plumbing & HVAC product knowledge
- Warehouse experience

Please send applications to Scott Finn at SFinn@emcoltd.com or by fax 204 726 0428