



## JOB DESCRIPTION

### ***Our Brand Promise:***

YOU'LL LOVE DOING BUSINESS WITH US

### ***Our Mission:***

We quickly respond to our customers' needs and solve their issues with a wide variety of solutions that benefit their business.

### ***Our Vision:***

We create two-way relationships with customers and suppliers, offer diverse opportunities for our team, promote open communication with all of our stakeholders, focus on strengthening our industry and growing our company.

### ***Our Value Proposition:***

Weston Forest delivers the right solutions. We are truly focused on creating great relationships and becoming your go-to source – by doing what we say we'll do. We have proven our expertise and commitment to become one of North America's strongest and most respected organizations. Today, Weston Forest is a trusted partner to our customers, suppliers and employees. We will continue to find new ways to solve your challenges and take an active role in building a sustainable industry.

### ***Our Core Values***

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

### ***Recent awards:***

- Proud to be named one of Canada's 10 Most Admired Corporate Cultures
- Repeat winner of CANADA'S BEST MANAGED COMPANIES
- One of Canada's PROFIT 500 Fastest-Growing Companies
- Recipient of the 2017-18 Canadian Business Excellence Awards for Private Businesses

## Summary

- To control the safe and efficient movement and storage of product inventory at Weston Forest
- To have a productive, stable, reliable and well trained workforce at Weston Forest

To get the right product, to the right customer, at the right time, in a cost-effective and safe manner.

## ***DUTIES & RESPONSIBILITIES***

### Health and Safety:

- Report all incidents, accidents, and/or hazards.
- Participate and/or cooperate with the Joint Health and Safety Committee to improve safety.
- Wear personal protective equipment as required.
- Daily safety and maintenance checks of forklift.
- Ensure product is safely placed on three (3) crossers and strapped with a minimum of two (2) bands.
- Ensure product is safely placed on proper tie bottoms.
- Inspect product daily to ensure it is stored in a safe manner at all times.
- Perform housekeeping activities as required.
- Comply with the Occupational Health and Safety Act (OHSA) particularly the “Duties of Workers” as stated in Section 28.

### Employee Relations:

- Communicate with administrative, and supervisory staff as required and in a timely manner.
- Perform compulsory overtime as necessary and in accordance with legislative requirements.
- Perform other duties as assigned by your supervisor.
- Participate in training as required.
- Comply with company rules, policies and procedures of Weston Forest as stated in the Weston Forest Guiding Principles Handbook.

### 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**

- Knowledge of all grades of product lines.
- 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.