



Position: Yard Attendant

Job Description:

- Greet customers, respond to questions, and provide outstanding customer service
- Ensure accuracy and integrity when reviewing receipts to issue correct materials to customers
- Inspect yard returns ensuring return policies and conditions are being met
- Accurately organize lumber orders that require delivery or are being picked up
- Safely load products into customers vehicles
- Maintain cleanliness and order of materials in the yard
- Assist with inventory counts and stock rotation
- Support in the delivery of company-directed promotions and programs
- Follow all safety procedures and company policies
- Wear and maintain all PPE
- To perform other duties as assigned or required

Qualifications:

- Strong interpersonal skills, and the ability to interact with customers in a friendly, enthusiastic, and positive manner
- Strong attention to detail, time management, and problem-solving skills
- Ability to work independently and as part of a team, managing multiple priorities
- Detail oriented and strong attention to following safe work practices
- Ability to provide professional customer service
- Ability to maintain composure and work effectively in a fast-past environment
- Ability to complete tasks according to instructions and demonstrate responsibility for outcomes
- Ability to remain productive at all times through self-direction when necessary
- Ability to multi-task and problem solve
- Ability to perform job duties that involve stretching, bending, lifting and carrying objects of varying weights
- Must be able to lift 50lbs
- Valid drivers license and current drivers abstract
- Punctual and reliable
- Effective communication skills
- Basic knowledge of lumber and building materials preferred
- Forklift certification (or willingness to obtain)

Please submit cover letter and resume via email to HR@SimpCWResourcesGroup.com with the Subject Line:

Yard Attendant