

FORKLIFT OPERATORS

Day Shift 7:00AM – 4:00PM
Night Shift 3:30PM -11:30PM

EXCELLENT OPPORTUNITY FOR FUTURE CAREER GROWTH

JOB PURPOSE:

Weston Forest Products located in Mississauga (near Pearson International Airport) is looking for **FORKLIFT OPERATORS** for our day and night shifts to contribute to the growth and success of Weston Forest Products Inc.

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.
- Perform daily safety and maintenance checks of forklift.
- 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:

- 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 Products 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.

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.

How to Apply: If interested, please submit your resume, quoting the above job title, to:

Human Resources, Weston Forest Group of Companies
7600 Torbram Road, L4T 3L8 Fax: 905-677-1639 or email: hr@westonforest.com