

Nu-West Construction Products, an established progressive distributor of quality construction products in Western Canada is looking for a key individual to help in our Saskatoon Branch.

Role

Warehouse Service Representative

Duties

- In a friendly manner, work with customers to satisfy their needs and the requirements of Nu-West Construction Products
- Process quotes, orders and prepare documents to fulfill customer needs and ensure customer satisfaction
- Maintain superior customer relations and service.
- Field customer concerns and recommend solutions for resolution and act as a resource and facilitator to resolve customer service issues as they arise.
- Review of customer issued purchase orders to ensure sales order accuracy.
- Make necessary arrangements for the delivery of customer ordered product or service.
- Responsible for unloading, unpacking and verifying incoming goods against invoices or other documents, recording shortages, and rejecting damaged goods.
- Working with freight and courier company personnel to schedule timely incoming and outgoing shipments.
- Pull, assemble, package order and determine methods of shipping, prepare bills of lading, invoices and other shipping documents.
- Required to use proper procedures for storage and shipping of dangerous goods and for the safe storage of products.
- Maintain warehouse and outdoor storage areas for ease of access to products with the proper use of all handling equipment including forklift.
- Other duties as assigned

Experience

- High School Graduate or Equivalent
- Minimum of 3 years Warehouse Experience
- Valid Forklift Operator's Certificate

Salary

Based upon experience

General

Nu-West is a vibrant and growing organization with offices in Saskatoon, Regina, Edmonton, Calgary, Winnipeg and Vancouver. We pride ourselves in our sound advice, our superior service and our ability to combine our knowledge and relationships to develop unique and even exclusive solutions for our customers. Our remuneration package consists of base salary, performance based incentives and a benefits package including health and dental insurance. The start date for this position is negotiable, but for the right individual it is available immediately. If you are interested in being considered during our recruitment process, please send your resume to humanresources@nu-west.ca or fax 888.853.5795

www.nu-west.ca

Join Nu-West and Experience the True Difference!

Required experience:

- Customer Service: 2 years
- Warehouse: 3 years