

JOB TITLE: Forklift Driver/Storage Consultant

LOCATION: Kelowna, BC

PAY RANGE: \$24 – \$28 per hour

APPLICATION SUBMISSION DEADLINE: Open until filled

BigSteelBox - Canada's leading provider of portable storage solutions, is looking for a Forklift Driver/Storage Consultant for its Kelowna, BC, location. This position is a permanent full-time position. Work hours are Monday to Friday, 8:30 am – 5:00 pm and offers a competitive base salary dependent on experience, an annual incentive scheme, a competitive benefits package and a company-matching RRSP program after 3 months. Overtime may be required.

Are you a helper? Many of our customers are going through challenging situations, and we're here to minimize the stress they experience with moving and storage. One of the ways we do this as an organization is to focus on creating a supportive, service-oriented culture. In addition, did you like playing with Lego when you were a kid? Do you like to organize things into neat rows and straight stacks? If the answer is "yes," then you would probably love working as a Yard Supervisor at BigSteelBox.

"We have fun" is one of our core values. While we take our business and responsibilities seriously, we also know life is better when you enjoy your day! Our most recent employee engagement survey results show that 90% of employees would recommend working here to a friend. We are also proud to have been certified as a Great Place to Work®! This certification is awarded after a thorough, independent analysis conducted by Great Place to Work Institute® Canada. It's based on direct feedback from employees, provided as part of an extensive and anonymous survey about their workplace experience. At BigSteelBox, you can expect comradery with your co-workers and lots of laughs. Don't you want to come home with a smile on your face at the end of the day?

What makes BigSteelBox unique? Check out our [website](#) to learn more about our [core values](#) and what drives our BigSteelBox family. Go ahead and apply. It could be the best decision you'll make today!

THE EXPERIENCE AND QUALIFICATIONS WE ARE LOOKING FOR:

- Minimum Education: Grade 12
- Two or more years of direct work experience in sales/telesales, an asset but not required
- Excellent Computer/Communication skills: Phone, Email, Outlook, Word, & Excel
- Valid driver's license
- Must have a valid Forklift Operator certificate (or willingness to get)

WHAT YOUR PRIMARY RESPONSIBILITIES WILL BE:

- Provide expert storage advice, quotes and information
- Remain knowledgeable about BigSteelBox products and services
- Give courteous customer service to clients, drivers & suppliers
- Research & develop prospective clients and nurture relationships with existing clients
- Assist with walk-in customers and online inquiries
- Process sales & rental invoices
- Coordinate deliveries, pickups, & and moves of BigSteelBoxes when applicable

- Assist with local Dispatch calendars
- Maintain office space in an efficient & clean manner
- Demonstrate a positive work ethic, attitude & professional image to all
- Maintain the yard in an orderly and effective manner
- Maintain BigSteelBox inventory
- Operate, lubricate & maintain forklift
- Load & unload trucks
- Set out, move, & stack BigSteelBoxes
- Price & decal new BigSteelBox inventory
- Clean & arrange pressure washing of units
- Repair & apply touch-up paint to scuffed units
- Maintain the yard, tools & equipment in an orderly & clean manner
- Monitor container & accessory inventory
- Maintain accurate records & reports
- Provide timely follow-up of all yard inquiries
- Maintain personal office space in an orderly & clean manner
- Promote & market products to prospective customers
- Assist with scheduling BigSteelBox deliveries & pickups
- Purchase supplies & run errands as necessary
- Customer service and office work as required
- Assist the Store Manager in other duties as required

REQUIRED SKILLS/CORE COMPETENCIES:

- Accountability - Takes personal ownership and responsibility for the quality and timeliness of work
- Adaptability - Adapts and responds to changing conditions, priorities, technologies and requirements
- Analytical Thinking - Applies systematic, logical reasoning when addressing problems
- Communication - Expresses and transmits information verbally and in writing with consistency and clarity
- Decision Making - Makes concrete, well-informed and thought-out decisions that support the overall organization
- Networking and Relationship Building - Effectively builds constructive, friendly, professional relationships with customers and colleagues
- Planning and Organizing—Accurately estimates the duration and level of difficulty of tasks and projects, setting out goals and objectives and work plans to complete them
- Problem Solving - Uses logic and analytical methods to come to realistic solutions
- Results Orientation - Possesses the ability to focus on desired outcomes and the means by which they are achieved
- Service Orientation - Provides superior service to both internal and external customers.
- Teamwork - Works cooperatively and effectively with others to reach a common goal. Participates actively in group activities, fostering a team environment

HOW TO APPLY

No phone calls please. Visit www.bigsteelbox.com/careers and use the Apply Now button next to this career posting. Please attach your cover letter & resume as one document. We thank all applicants in advance, however, only those selected for an interview will be contacted.