



**JOB TITLE:** Forklift Operator/ Administrative Support

**LOCATION:** Victoria, BC

**PAY RANGE:** \$24 – \$28 per hour

**APPLICATION SUBMISSION DEADLINE:** Open Until Filled

#### **Position Overview:**

We are seeking a dedicated Forklift Operator with administrative abilities to join our team in Victoria, BC. This position involves managing yard operations, operating a forklift, and performing various administrative tasks. If you are organized, enjoy working with people, and prioritize safety, this role could be perfect for you.

The position is full-time, Monday through Friday, from 8:00 a.m. to 5:00 p.m., starting as soon as possible. We offer a competitive base salary, a profit-sharing plan, a comprehensive benefits package, and a company-matching RRSP program that begins after 3 months. Overtime is expected.

#### **The Experience and Qualifications we are looking for:**

- Minimum Education: Grade 12
- Valid driver's license
- Valid Forklift Operator certificate
- 1-3 years of work experience in a similar role

#### **Why Work for BigSteelBox?**

At BigSteelBox, we pride ourselves on creating a family-oriented, supportive culture that fosters employee satisfaction and growth. We are Canada's leading provider of portable storage solutions, and our Great Place to Work® certification reflects our commitment to a positive work environment. Our team values collaboration, safety, and excellence, and we are dedicated to making a difference in our customers' lives by providing top-notch moving and storage services.

- **Core Values:** At BigSteelBox, our core values guide everything we do. "We are passionately driven to be better" is essential for our marketers. We measure, optimize, and always look for what's next.
- **Supportive Environment:** "We love our family" means you'll be supported every step of the way. We treat our employees with the same respect we expect them to show our customers.
- **Fun Workplace:** "We have fun" while taking our responsibilities seriously. Our recent employee engagement survey shows that 90% of employees would recommend working here to a friend. We are proud to be certified as a Great Place to Work® based on direct feedback from employees.
- **Positive Work Environment:** Expect camaraderie with your co-workers and lots of laughs. At the end of the day, you'll come home with a smile on your face!

#### **Primary Responsibilities:**

- Maintain the yard in an orderly and effective manner.
- Manage BigSteelBox inventory.
- Operate, lubricate, and maintain the forklift.
- Load and unload trucks.
- Set out, move, and stack BigSteelBoxes.
- Perform minor repairs and apply touch-up paint to scuffed units.

- Maintain yard tools and equipment in an orderly and clean manner.
- Monitor container and accessory inventory.
- Maintain accurate records and reports.
- Provide timely follow-up on all yard inquiries.
- Provide excellent service to customers, drivers & suppliers
- Purchase supplies & run errands as necessary
- Customer service and office work as required.
- Assist the Store Manager in other duties as required.
- Manage local dispatch and customer access calendars.
- Communicate with BigSteelBox sales and service staff on calendar-related matters.
- Communicate with third-party carriers regarding trucking-related matters.
- Provide expert storage advice, quotes, and information.
- Deliver excellent customer service to clients, drivers, and suppliers.
- Assist with scheduling BigSteelBox deliveries and pickups.
- Assist in the MODS Department as needed
- Yard Maintenance: cutting grass, weed eating/trimming, picking up litter

#### **Required Skills/Core Competencies:**

- Accountability: Takes personal ownership and responsibility for the quality and timeliness of work.
- Adaptability: Responds well 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 well-informed and thoughtful decisions that support the organization.
- Networking and Relationship Building: Effectively builds constructive, friendly, professional relationships with customers and colleagues.
- Planning and Organizing: Accurately estimates duration and level of difficulty of tasks and projects, sets goals and objectives, and develops work plans to complete tasks.
- Problem-solving: Uses logic and analytical methods to come to realistic solutions.
- Results Orientation: Focuses 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.

#### **Working Conditions:**

- This position involves working outdoors, operating a forklift, performing general labour, and occasional heavy lifting (must be able to lift 30-50 lbs).

Join our team at BigSteelBox and be part of an organization that values family, safety, and excellence. Apply today and help us continue delivering outstanding moving and storage solutions to our customers.

No phone calls, please. For more information, visit [www.bigsteelbox.com/careers](http://www.bigsteelbox.com/careers).

We thank all applicants for their interest; however, only those selected for an interview will be contacted.