



Career Opportunity

During these challenging times, Federated Co-operatives Limited is working to serve our local co-ops, customers, and communities. We are committed to supporting our local co-ops and the communities they serve. Working together to provide essential services to communities across Western Canada, we are hiring a Lumber and Building Material Distribution Coordinator on a permanent basis at our new distribution facility in Regina, Saskatchewan.

Who we are:

As a co-operative, we do business differently. We believe in working together to serve Western Canadians, delivering profits back to our communities and investing in sustainable growth. Our work is guided by our values of integrity, excellence and responsibility and driven by our vision of building sustainable communities together. To learn more about who we are, visit www.fcl.crs.

What you'll do:

You will assist in the day-to-day execution of FCL's high-throughput lumber and building products distribution operations. You will be responsible to provide direction to the LBM Distribution Operators, ensuring that a high standard of efficiency, safety, customer service, and overall upkeep of the facility is maintained. This includes assisting with training employees in all areas of operations, maintaining best practices through equipment checks and day to day tasks at the facility. You will also attend safety meeting and assist the Supervisor with outcomes as needed.

- You will be responsible for assisting the Supervisor, LBM Distribution Facility with the execution of day-to-day operations at the FCL high-throughput lumber and building material facility, including unloading, storage, staging and shipping product to Retail Co-ops. You will be responsible to ensure the day-to-day operations at the facility run efficiently. You will ensure systems and processes are being utilized to effectively co-ordinate in-bound freight, store product, process orders, and fulfill orders based on established shipping schedules and budgeted service levels. You will provide coverage to the LBM Distribution Facility employees when required. You will help identify maintenance/housekeeping operations to ensure a clean, safe facility. You will arrange training for all Operators in the operation of all facility mobile and stationary equipment. You will assist the Supervisor with site maintenance and overseeing the activities of all third-party contractors and ensure they comply with required WCB coverages and FCL safe work procedures.
- You will document and maintain checks on all operation equipment plus rolling stock and provide preventative maintenance to reduce equipment breakdown before they lead to larger problems. You will develop routine and non-routine maintenance plans. You will report any deficiencies of services rendered by outside contractors to the LBM Supervisor.
- You will coordinate the day-to-day needs of the LBM Distribution. You will provide training and coverage as needed to LBM Distribution Operators. You will provide direction for specific job tasks and duties, including all functions related to unloading or loading of trucks, fulfillment of orders, liaising with carriers and assisting with the morning toolbox meetings. You will assist with the co-ordination of pick-ups, deliveries and invoicing of outbound freight to local Co-ops.
- You will work with the LBM Distribution Facility Supervisor to assure a safe workplace. You will oversee that facility employee's work within established regulations, policies, and



procedures with regards to health, safety, and environment. You will always ensure full compliance with all safety procedures and personal protective equipment for operators and 3rd party contractors. Advise employees of potential hazards and/or risks. You will oversee the completion of "Safe Work Procedure" documentation by contractors and facility operators when completing special tasks. You will participate and/or lead safety meetings.

Why it matters:

Our team helps to build Western Canadian communities by providing leadership to Co-op Home Centres that benefits local consumers and contractors.

Who you are:

You are looking for a career in Production, Trades and Maintenance and:

- You have a one-year certificate in a related field of study.
- You have a minimum of 3 – 6 years of relevant experience, with a preference for an administrative environment and/or working with operating equipment in a production, manufacturing, or distribution facility (a combination of relevant education and experience may be considered).
- You are familiar with and have a strong understanding of lumber and building products
- You're honest and trustworthy, are results oriented and strive to be the best in what you do.
- You believe in collaboration, building relationships and value the perspectives of others.

Our Team Members receive competitive salaries, short-term incentives, a comprehensive benefits package and an employer-contributed pension plan. We encourage our Team Members to take advantage of learning opportunities, to grow and develop, and to foster a culture of teamwork and innovation.

FCL embraces diversity and inclusion and we're working to create a workplace that is as diverse as the communities we serve. We support and provide an environment that allows every person to bring their whole self to work.

We take the health and well-being of our team members and customers very seriously. We continue to take steps across all areas of our business and locations to keep our team members and customers safe and healthy.

If this opportunity speaks to you, we invite you to apply by October 26, 2021.

We thank all candidates for their interest, however only those selected to continue in the recruitment process will be contacted. If you require support to apply for this opportunity please contact us at fclhr@fcl.crs.

Please note you may be required to undergo a background check and substance test in accordance with FCL policies. FCLLP