

HPM Building Supply

Job Description

Job title:	Lumberyard Specialist I / II / III	FLSA:	Nonexempt
Location:	Statewide	Reports to:	Lumberyard Supervisor or Manager
Department:	Lumberyard	Last Updated:	01/08/2020

Job Summary

The Lumberyard Specialist is responsible providing an experience that wows our customers in a fast-paced lumberyard warehouse. Our reputation is built on the expertise of our team so it's vital the Lumberyard Specialist continues to learn the benefits and applications of our products. This individual carefully builds, stages and loads building material for customer orders.

Essential Functions

- Provides an excellent level of customer service, while driving sales by:
 - Promptly greeting walk-in customers
 - Proactively approaching customers while in the lumberyard
 - Helping customers find products necessary to complete their entire project
- Perform BisTrack (Enterprise Resource Planning System) functions:
 - Process customer transactions (orders, purchases, account payments and returns)
 - Research product inventory inquiries (in stocks, products on order, etc.)
 - Process special order requests as necessary
- Carefully build, stage and double-check will-call, delivery and transfer loads in a timely manner without errors
 - Ensure picking ticket is signed out and turned in
 - Notate back order items on ticket
 - Make sure orders are strapped with corners and legs and wrapped if necessary
- Accurately receive incoming transfers
 - Collect receiving paperwork
 - Make sure items received match stock transfer document
 - Stage order in correct area (delivery, will-call, paint, etc.)
- Neatly put incoming stock in proper location and up-stock overflow stock
- Walk through assigned area at beginning and ending of shift, cleaning up any debris and tidying up and stocking empty bins and writing off any damaged inventory
- Take out any damaged inventory and complete proper write-off paperwork
- Ensure forklift checklist is reviewed and completed daily
- Participate in cycle counts of inventory
- Other projects and responsibilities may be added at the company's discretion.

Job Requirements and Qualifications

Education and Training Requirements: High school diploma or equivalent. Forklift certification, or ability to be forklift certified is required.

Knowledge and Ability Requirements:

- Physical requirements include ability to bend, stretch, reach, twist, squat, reach, climb a ladder and stand for extended periods of time and exerting muscle force repeatedly or continuously to lift, push, pull or carry objects
- Building materials knowledge is helpful
- Basic computer skills
- Able to provide excellent customer service

Experience: Previous cash handling, forklift, and customer experience preferred.

Other Information

- Punctuality and regular attendance are mandatory
- Strict adherence to impeccable safety standards is a must
- Must be able to work flexible hours, which vary by location, but are generally between 5:30 AM – 6:30 PM, M-F. Some locations require ability to work weekends between the hours of 7 AM – 4 PM.
- Work environment is outside warehouse exposed to elements; must work rain or shine.
- Required to wear steel-toed shoes and high-visibility uniform shirt
- Ability to lift 50lbs.

Level: ☐ I ☐ II ☐ III

Level I: Less than two years' experience in the essential functions, performs job duties, and has a consistent performance record

Level II: Two to less than five years' experience in the essential functions, proficient in all job duties, and has a strong performance record

Level III: More than five years' experience in the essential functions, has expert knowledge in job duties, and has impeccable performance

Owner Signature

Manager Signature

Owner Name (please print)

Manager Name (please print)

Date

Date

Note: We use the term "owner" instead of employee since we are 100% employee owned!