

# FINDING WORK



## WAINWRIGHT LUMBER

### The Company

Wainwright Lumber is a building and lumber supply center that carries lumber, plywood, windows, laminate floors, paint, drywall and drywall supplies for your home or farm. We were established in 1982 and are proud to be a family owned and operated business.

The business carries a full selection of name brand products, including Pittsburgh Paints, Olympic stain, and All Weather Windows and Doors. We also carry plumbing and electrical supplies, interior doors and moldings, floor coverings, fence posts, barbed wire and rough lumber.

Whatever your building needs might be, Wainwright Lumber can help you with it all. We perform deliveries, quotes and free estimates. We can provide packages on houses, garages, decks, cabins, farm buildings and shops. Our mission is to make home building a more efficient, easier process with reasonable prices and quality products that are delivered in a timely manner.

For more information on our product lines and services, visit [www.wainwrightlumber.com](http://www.wainwrightlumber.com).

### The Work

The company typically employs 10 full time workers in front end sales, yard help, driving and cleaning and stocking product. Work is performed indoor and outdoors in all weathers.

Hours of work are within the store hours of: Monday to Friday 8:00 a.m. to 6:00 p.m., Saturday from 9:00 a.m. to 1:00 p.m. The store is closed Sundays and Statutory Holidays.



### The Ideal Candidate

The ideal candidate to work at Wainwright Lumber will have the following characteristics:

- Be outgoing and personable
- Be willing to work
- Be willing to learn
- Ability to work well with others
- Be self-motivated
- Have a valid Class 4 Driver's Licence
- Computer literate
- Mechanically inclined
- Good at mathematics, with the ability to calculate measurements accurately
- Trustworthy and dependable
- Safety conscious
- Customer service a priority



**Front End Sales**

- Customer service
- Walk-in traffic
- Telephone sales
- Ordering of product
- Inventory control
- Handling of payments by cash, credit or debit card
- Must be computer literate
- Good mathematical skills with the ability to accurately calculate measurements
- Keep informed about products and continually update product knowledge
- Advise customers on products and services
- Experience in comparable trades or sales environment a definite asset

**Yard Help**

- Load customer purchases
- Unload freight trucks and place in stock
- Short and long haul deliveries
- Must have Class 5 Driver's Licence with good driving record
- Must be physically fit and able to perform heavy lifting
- Able to operate loading equipment
- Ability to perform basic carpentry and building tasks
- Able to use small power tools
- Experience with lumber an asset
- Willing to train

**Cleaner/Stock Clerk**

- Cleans and maintains interior of store
- Answers telephone
- Customer assistance
- Assists with inventory

**Training**

In house training is provided to all employees. The company is willing to provide safety training such as First Aid. Product knowledge training is also provided.

**Salary and Benefits**

Remuneration is based on position and experience. A full benefit package is available upon completion of a three month probationary period for full time employees only. Vacations and vacation time are provided in accordance with the *Labour Standards Act*.

**How to Apply**

Recruitment is typically by placing an advertisement in the local papers.

Interested applicants are requested to fax, e-mail or drop off their resume in person. References are requested.

Apply to:

Dave Keller  
Wainwright Lumber  
1706 First Avenue  
Wainwright, AB T9W 1L7

Tel: 780 842-6100  
Fax: 780 842-3993  
E-mail: [davek\\_21@hotmail.com](mailto:davek_21@hotmail.com)

