



Transportation and Operations Assistant

Full or Flex Time: Up to 40hrs – Monday to Friday – Permanent

Work Location: Powell River, British Columbia

Department: Operations

Wage Range: \$23.00 - \$30.00 (hourly)

Specific Job training: To be provided

Work Site Environment: Commercial/Residential

Modern has been proudly supporting the building industry on the Sunshine Coast, Vancouver Island and the Lower Mainland and is the local source of quality windows, doors and building products since 1986. Our customers include DIY, Residential and Commercial builders.

The Transportation and Operations Assistant supports the delivery, transportation, and warehouse operations at Modern. In this role you will support our Operations team with installation, delivery of equipment, products, and materials to customers and job sites. In addition you will assist our truck driver, installers, and sales team to ensure accurate shipping, receiving, safe handling, and timely installation while maintaining high standards of safety and customer service.

Key Job Responsibilities:

- Assist with loading, unloading, and securing materials, equipment, or products for transport.
- Help ensure deliveries are completed on time and on schedule.
- Receive incoming shipments and verify contents against packing slips or purchase orders.
- Inspect shipments for damage and report discrepancies.
- Label, organize, and store inventory in designated locations.
- Prepare outgoing shipments, including packaging, labeling, and staging for pickup.
- Maintain accurate inventory records and assist with cycle counts.
- Keep shipping and receiving areas clean, organized, and safe.
- Various prepping tasks, organize tools, and maintain safe work sites.
- Travel to customer locations to support with service, maintenance and installation.
- Utilize various methods of installation including cutting, fastening and sealing to ensure a secure and high quality finish.
- Troubleshoot and resolve any issues that may arise during the install process.
- Support with loading and unloading trucks.
- Support with various facilities maintenance, cleaning and upkeep.
- Performs other job-related duties as assigned by Supervisor.

Required Education, Skills and Qualifications:

- Safely operate a delivery vehicle to transport goods to assigned locations.
- Follow all transportation safety and company procedures.
- Ability to work with a variety of hand tools, powered tools and assembly machinery.
- Excellent planning, time-management and communication skills.
- Class 5 Drivers License is preferred; must provide an ICBC abstract.
- WHIMIS and Forklift certification required (will be provided).
- Ability to communicate effectively and respectfully with customer.

Preferred Education, Skills and Qualifications:

- 1-2 years' experience with on-site installations or working in residential or commercial construction.
- 1 year prior delivery or driving experience is an asset.
- First Aid Certification.

Environmental & Physical/Mental Demands:

- The physical demands of this job require the employee to have good coordination and the ability to lift up to 45kgs (100lbs)
- Ability to work outdoors and in various weather conditions.
- Flexibility in working hours may be required, as deliveries could occur early in the morning or late in the day, depending on the route.
- Must be committed to working safely and following all health and safety policies.

Total Pay Package: Competitive compensation and extended benefits plan including, health and dental available at 6 months for full time employees.

Modern is an equal opportunity employer of all qualified individuals.

Please provide resume & references to: humanresources@modern.ca; mail to: 1-7045 Field Street Powell River, BC V8A 0A1; all resumes to the attention of Human Resources