



Harrisons Home Hardware - Amherst Gatehouse Attendant

BASIC FUNCTION: The gatehouse associate provides fast, friendly service while checking off both incoming and outgoing vehicles. Customer Service is your top priority making sure we are providing accurate deliveries and customers leave with correct product. They will work closely with all yard staff to maintain the accuracy of our inventory and the validity of all products coming in and leaving the facility. They are positive, enthusiastic and will excel under pressure in a fast paced work environment. When not performing gatehouse duties, they will be required to assist with other yard duties and/or delivery duties . Our main priority is to provide the best quality customer service to our customers.

EXPERIENCE: No experience necessary.

SKILLS, KNOWLEDGE & ABILITIES:

- Excellent interpersonal, communication and customer service skills.
- Knowledge of building material will be considered an asset.
- Basic computer skills will be considered an asset.
- Ability to communicate with well with customers

PHYSICAL DEMANDS:

- Be able to lift and/or move up to 50 pounds.
- Ability to climb ladders

Environmental and Physical Working Conditions:

- Work in an outdoor environment, will be exposed to the weather.
- Working near moving mechanical parts and vehicles.
- The noise level in the work environment is usually moderate.

License or Certification:

- Valid Driver's License
- Insurability for Driving
- Forklift Certificate (Considered an asset)
- First Aid Certificate (Considered an asset)
- WHMIS (Considered an asset)

Please e-mail all resumes to Sales@ceharrison.com