



Order Picker & Delivery Driver

Company Profile

At Prairie Meats, we are an entrepreneurial and progressive Saskatchewan based company that provide high quality retail and food service products. With locations in Prince Albert, Saskatoon and Regina, SK, we pride ourselves in offering challenging and rewarding careers where employees are able to focus on quality, customer service and teamwork.

Position Summary

The Order Picker ensures that the complete and accurate shipment of products is picked and ready for delivery at the appropriate time. The Delivery Driver safely and efficiently delivers our products to our customers while maintaining quality, professionalism and a customer focused attitude. This position is also accountable for ensuring vehicles are well maintained, cleaned and inspected.

Key Accountabilities

Accountability: Order picking (25% of time)

- Receive pick lists
- Pick product as required/customer
- Organize and palletize product to ready for distribution
- Other duties as may be assigned

Accountability: Product Storage (20% of time)

- Ensure product is stored safely and in the manner required (i.e. each product in its place)
- Move product as required to make room for new product
- Ensure product rotation is happening
- Other duties as may be assigned

Accountability: Inventory (10% of time)

- Cycle counts
- Regular inventory counts as required
- Other duties as may be assigned

Accountability: Driving and Delivering of Products and Performing Pickups (25% of time)

- Safely drive to customer's location

- Verify all product is on truck and on invoice and that invoice is correct
- Move and place product into customer's premises neatly placed with labels out and heavier items on the bottom and lighter ones on top being sure to keep all of the same items together
- Go over invoice and product with customer to verify both are correct
- Have customer sign if it is a charge account or prepared invoice and give customer top copy of invoice and credit card slip
- Collect payment on a C.O.D. account, mark an invoice type of payment and if by cheque, the cheque number
- Have customer sign and give top copy
- Fill out credit slips for invoice error and if product is being returned and to remove any tubs or totes that belong to us
- Do all the above in a courteous time efficient manner
- Perform pickups of products for Prairie Meats
- Other duties as may be assigned

Accountability: Inspection and Maintenance checks and cleaning of trucks (5% of time)

- Perform a pre-trip inspection report on trucks
- Maintain all fluid levels
- Remove empty pallets and debris after run and to sweep out liner of truck after each run
- Keep cab clean and use pressure washer to wash boxes and exterior of trucks
- Other duties as may be assigned

Accountability: Assist in Loading and Sorting of Product (10% of time)

- Help the shippers complete the picking and sending of orders
- Assist in the loading and sorting onto trucks for delivery
- Other duties as may be assigned

Accountability: Communication (5% of time)

- Answer incoming calls from sales reps, order clerk or traffic supervisors about concerns or questions or orders or deliveries
- Call in when done runs or ask on any pickups that may need to be done
- Call in with issues on products, invoices, or truck issues that may need answers or assistance
- Other duties as may be assigned

Skills and Competency Requirements

- Organize and prioritize tasks to ensure successful and efficient completion
- Detail orientated with the ability to check for accuracy
- Communicate clearly with co-workers
- Be an effective team player to achieve set out goals and contribute to a positive workplace
- Follow health and safety rules and practices
- Organize and prioritize tasks to ensure successful and efficient completion
- Work independently while following instructions and guidelines
- Be an effective team player to achieve set out goals and contribute to a positive workplace
- Follow health and safety rules and practices

Knowledge, Experience and Education

- Minimum of one year experience in a related role (i.e. warehouse environment)
- Experience tracking and organizing stock and/or palettes for shipment
- Having a valid license to operate a forklift is preferred
- Grade 12 diploma or equivalent (GED)
- A Class 5 Drivers Licence – will be required to produce a drivers abstract
- 1 to 3 years related customer service or delivery experience is preferred
- Ability to operate various sizes of motor vehicles

Application deadline: 2021-08-02

Job Type: Full-time

Benefits:

- Store discount

Schedule:

- 10 hour shift

Experience:

- Warehouse: 1 year (preferred)
- delivery driver: 1 year (preferred)
- Order picking: 1 year (preferred)

Work remotely:

- No