



ALMAG Aluminum
SMARTER • BETTER • FASTER



RESPECT & FAIRNESS • HUMILITY • PASSION FOR PROGRESS • OWNERSHIP

Forklift Operator – Shipping/Receiving/Packing

w. almag.com

t. 888.462.5624

e. careers@almag.com



INDUSTRY	TYPE	COMPANY SIZE	FOUNDED
Manufacturing	Private	250 – 300 employees	1953

“Whatever it takes. Our people are driven to succeed” – *Bob Peacock, President, ALMAG Aluminum*

Recognized as one of Canada’s Best Managed Companies, ALMAG understands that true customer satisfaction comes from delivering an exceptional service and a superior product. Our goal is to provide Customers with peace of mind knowing that quality products, short lead times and customer satisfaction is our top priority through all four pillars of service — Design, Extrude, Fabricate and Finish. We believe in building strong relationships around reliability and ownership which go hand-in-hand with our core values; respect and fairness, humility, passion for progress and ownership. Recognizing that people create culture, our core values are fundamental drivers of our workplace environment.

JOB DESCRIPTION

Directly responsible to the Warehouse Manager . Must respond to requests from all plant personnel when the need arises. Functionally responsible for safe handling and storage of material and the safe operation of forklift in a safe and courteous manner.

Key Responsibilities

- Ensure forklift is in good working condition.
- Complete maintenance checks each day before start-up
- Turn inspection sheet in to Shipping Supervisor at the end of each week.
- All in-coming material must be stored in in-coming material hold area.
- Load and unloaded trucks (all types)
- Assist shipping Department as requested
- Stack material without causing damage to the load below it.
- Weigh all material and register gross weight on skid before loading on truck.
- Weigh all incoming NCR’s
- Ensure all paper work is complete before loading material on truck.
- Comply with all quality related policies, procedures and system requirements.

DESIRED SKILLS AND EXPERIENCE

Experience

- Candidates should have a minimum of 1 year experience in forklift operation.
- Must be able to read and write English and be familiar with weights and measurements.
- Basic computer skills required.
- Must have training in forklift driving and its safe operation through a recognized institute.
- Must have valid forklift license.
- A solid understanding of the following equipment/technology; forklift, snips, slings, tape measure, weighting scale, overhead cranes, dollies, chains, computers

Education

- Minimum of grade 8 education

Personality Traits

- Should have high energy level, a positive attitude and be able to work without direct supervision.
- Should be a strong team player and work well with others.

MORE ABOUT ALMAG

Since 1953, ALMAG has built a reputation as an industry leader in extruding high-visual, tight tolerance, complex, thin-walled, lightweight and precision aluminum extrusions. Pushing the limits of industry standards, ALMAG is capable of providing Solutions to some of the most complex designs by combining its skills, knowledge and experience with engineering to deliver best in class, quality Solutions with the industry's shortest lead times.

Benefits ALMAG Aluminum offers their employees include:

- Health and dental
- Vision Coverage
- Life AD&D
- Long-term disability
- Critical illness insurance
- Health spending account
- Profit sharing
- Gym memberships – wellness programs
- Education assistance program
- Monthly social committee activities