



Warehouse Person Full-Time

Port Hardy and North Island
Port McNeill

Friday June 5, 2026

\$31 - \$40/ hour (\$38.30 Hourly)

Company: Western Forest Products

Website: <https://www.westernforest.com/careers/>

Industry: Construction/ Trades

Remote/Camp Based Job: No

How to apply:

Please apply directly at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=03e232f7-4ad2-44ca-9e5d-fa35c31b335a&cclId=19000101_000001&type=JS&lang=en_CA&selectedMenuKey=CareerCenter&jobId=517128

Expiry Date:

Friday, June 19, 2026

Details:

THE OPPORTUNITY Western Forest Products is currently seeking a fully qualified Warehouse Person to join our Port McNeill Forest Operation located on beautiful Vancouver Island, BC. What We Offer: • United Steel Worker (USW) union wage rate of \$38.30 • Health & Dental Benefits provided through the union • Pension plan provided through the union • A safe work environment Shifts: This position is currently on a 5x2 Day shift, 5 days on and 2 days off, 8 hours per day. Travel to other operations will be required based on the needs of the business. This role is considered safety sensitive; all successful candidates will be subject to a pre-employment drug test. RESPONSIBILITIES • Working closely with the Maintenance Superintendent, the Warehouseperson supports the coordination of inventory and supplies to keep the operation running smoothly; • Ensure vendors comply with site safety requirements, including appropriate PPE and current safety training; • Coordinate purchase requests and issue purchase orders to vendors; • Generate requisitions and coordinate internal approvals; • Track, follow up, and communicate delivery status of ordered parts and materials; • Receive inbound deliveries and confirm order accuracy; • Organize parts and materials by assigning storage locations (bins, shelves, and laydown areas); • Support warehouse layout improvements and development of storage locations; • Maintain warehouse standards and best practices (PO/WO discipline, shipment tracking, etc.); • Support maintenance crews by locating and issuing parts to minimize downtime; •

Complete quarterly inventory counts and assist with cycle counts as required; • Provide timely, customer-focused service to internal end users; • Complete first aid equipment inspections as required; and • Assist with radio checks and other administrative duties as assigned. YOUR CAREER At Western Forest Products, we believe our most significant asset is our people. Investing in our people brings value and success to our business, ensuring a safe, engaged, productive and continuously improving workplace. We offer challenging opportunities working alongside the best in the industry to meet your career and professional development goals while providing competitive total rewards and recognition. We provide a variety of on-the-job training and continuing education in many areas at Western to ensure you have the skills you need to succeed. Our promote-from-within culture recognizes high performance and we offer diverse career paths across the organization for those with the talent and will to advance. WESTERN OVERVIEW Western Forest Products is a leading forest products company that sustainably manages forests and manufactures high-quality wood products. Headquartered in Vancouver, British Columbia with operations in the coastal region of BC and Washington State, Western meets the needs of customers worldwide with a specialty wood products focus and diverse product offering. Our commitment to health and safety, environmental stewardship and community engagement is core to how we do business at Western Forest Products. Our approach to responsible business practices in all aspects of our business is multi-faceted. We adhere to and employ the most stringent environmental practices in the world. The steps we take to ensure the forests in which we operate are renewed and remain healthy and viable for future generations are mirrored in the care we take to make certain our communities continue to grow and prosper. This includes investing in communities where we operate and continuing to forge mutually beneficial relationships with First Nations in respect of their local and cultural interests.

Qualifications & Experience:

QUALIFICATIONS Education and Experience • Minimum 3 years of experience in an inventory and/or purchasing role; • Warehouse certification is preferred; • Safe material handling certifications are an asset; • Valid BC driver's licence with the ability to provide a driver's abstract; • Valid Advanced First Aid certificate (required); • Willingness to obtain and maintain forklift and HIAB certification.

Skills, Knowledge and Required Competencies • Working knowledge of warehousing and inventory control practices; • Experience with computerized supply management systems (TabWare preferred); • Proficiency with Microsoft Office and inventory control systems; • Strong safety mindset with an excellent safety record; • Accountable, dependable, and service-oriented with a strong work ethic.
