

Parkland is an independent supplier and marketer of fuel and petroleum products and a leading convenience store operator. We're helping communities stay on the move and our team members serve retail, commercial, and wholesale customers across Canada, the United States, the Caribbean region and the Americas. Our purpose as Parklanders is to energize people and businesses to get them where they want to go. We're a passionate team of down-to-earth achievers, committed to getting our customers, colleagues and communities further, faster.

### **Position Summary:**

Reporting to the Branch Manager, this position is responsible for a wide variety of tasks both inside and outside. These duties may consist of hands on activities as they pertain to yard operations and maintenance including conducting daily site inspections, tracking inventory, and ensuring a clean and safe worksite for all employees and customers. Some weekend work and/or on-call may be required to ensure our customers are serviced in a timely matter.

This position plays a vital role in the interaction with customers by assisting customers at the counter and on the phone with sales transactions/inquires, payments and product questions. As this position functions in a highly customer focused environment all persons are expected to perform their job duties in a professional manner and adhere to our company values.

### **Key Responsibilities:**

- Assist in answer incoming customer calls and provide exceptional customer service both in person and over the phone
- Cash / payment handling
- Manage, document and update all inventory items, including daily fuel dips and meter readings
- Assist with managing, documenting and updating lubricant inventory
- Complete monthly lubricant inventory reconciliations
- Shipping / receiving – loading unloading trailers / lubricant products
- Assisting with monthly cycle count processing
- Clean and organize the warehouse and outbuildings
- Cut grass / shovel snow / paint, and ensure general cleanliness/organization for all buildings and yard areas
- Lock up the facility at the end of each day
- Attend monthly staff meetings and all safety meetings
- Minor repairs to equipment
- Swamper for fuel deliveries
- Other job-related duties as assigned by immediate supervisor

### **Qualification and Skills:**

- Excellent customer service skills
- Strong verbal communication skills with a passion for customer service
- Experience with running computer programs such as Excel and Word
- Ability to multi-task and work in a fast paced environment
- A team player possessing good communication and organizational skills
- Strong time management skills and the ability to work with others as well as unsupervised

- Must be willing and able to lift up to 50 lb repeatedly
- The ability to apply good common sense and safety skills to any situation
- First Aid Training
- Forklift Training
- Previous WHMIS, Dangerous Goods and Spill Response training an asset
- Experience with internal billing system applications is considered an asset
- Valid Driver's licence – Class 5 minimum with a clean abstract

**Working Conditions:**

- General office environment (prolonged sitting/eye strain from computer use, deadlines, indoor air quality/temperatures, lighting, etc.)
- Outdoor environment (extreme hot/cold temperatures, wind, sun exposure, precipitation, etc.)
- Shop/warehouse environment (loud sounds, extreme temperatures, strong smells, etc.)
- Lifting heavy objects repeatedly
- Exposure to chemicals, fuel, fumes, and/or bulk lubricants
- Working alone for extended periods of time (home office, driving, etc.)

**We Offer:**

- A safety focused work environment and ongoing safety training.
- A share in our success through the Employee Share Purchase Plan and 100% company matching.
- Flexible medical and dental packages, a Health Care Spending Account, along with a supportive Employee and Family Assistance Program.
- In-house learning and development opportunities, leadership training, international opportunities.
- An employee referral program – earn up to \$2000 for your referral.

Candidates must be legally able to work in Canada at this time. Parkland regrets that it is unable to sponsor employment Visas.

We thank all candidates in advance for their interest, however only those being considered will be contacted.

**Parkland Fuel Corporation is committed to the principles of Employment Equity.**

We strive to provide accessibility in employment to ensure equal access to employment opportunities for candidates, including persons with disabilities. Parkland Fuel Corporation will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability, please notify us upon scheduling your interview.