



Now Hiring – Customer Service Attendants – Yard

Location: 2345 Alyth Road SE, Calgary (**on a bus route**)

In late 2024 – early 2025, Star will be moving to a new facility at 292156 Crosspointe Road, Rocky View County, AB (behind the Century Downs Racetrack/Casino in Balzac) and not on a bus route.

Why Join Us?

At **Star Building Materials**, we offer an exciting place to build your career, with:

- Competitive compensation and benefit packages
- Educational assistance program
- Company matching RRSP/DPSP program
- Employee home purchase program
- Employee discounts.

Requirements

- High School Diploma, or equivalent.
- 3+ months of customer service experience, ideally in the building materials retail industry.
- Ability to operate a forklift and other power tools.
- Satisfactory verification of criminal record check.
- Physically able to frequently kneel and crouch, and lift, carry, push or pull objects weighing up to 100 lbs.

Job Overview

Reporting to the Yard Supervisor, as the **Customer Service Attendant - Yard** you will assist clients with order pickups and returns and ensure delivery of excellent customer service. You also handle the pre-packaging of customer orders and perform general housekeeping of warehouse and yard area.

Your day-to-day responsibilities will include:

- Assisting customers with order pickups and/or returns.
- Completing daily inspections of forklifts and task list as assigned by Customer Service Supervisor.
- Maintaining cleanliness and organization of customer pick up area and warehouse.
- Verifying packages for accuracy of material types and quantities prior to customer pickups.
- Assisting in loading and unloading of products, and rotating stock in the warehouse as needed.
- Working safely and ensuring compliance with Qualico's Safety Program and relevant safety regulations.
- Providing support to other projects or duties as assigned.

Work Conditions

You primarily work in the outdoor lumber yard during regular retail business hours: 7:00 am to 4:00 pm Monday to Friday. Work has exposure to noise from equipment/machinery and occupational hazards as well as dealing with inclement weather and dust. Overtime may occasionally be required.

About Us

Star Building Materials is an independent, wholly owned division of Qualico. Since 1958, Star Building Materials has sourced, manufactured, and supplied quality building materials to builders, developers, renovators, and homeowners. It is our mission to innovate within the construction industry, exploring new methods to help you reduce waste, increase efficiency, and manage project costs.

None of this would be possible without people. We hire only the most forward-thinking, experienced, and passionate staff to serve your building needs. We care deeply about the quality of the products and service you receive, and we invest in our relationships both with our employees and our customers. We aim to reach beyond minimum standards of safety and environmental concerns.

We serve our clients with some of the most innovative building solutions available, including framing and finishing materials, engineered wood floor systems, trusses, drywall, insulation, and a wide selection of related supplies. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reason to come to work every day.

[Apply Here](#)