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Full-Time Yard Manager

Job Description:

Burlington Garden Supplies is seeking a committed, loyal individual to carry out the duties of a Full-Time Yard Manager. The ideal candidate will come with some experience operating heavy machinery and a background in management. He or she will be managing all aspects of the operation of the Burlington Yard, and as such will be required to possess strong communication and interpersonal skills, with a desire to provide exceptional customer service. The ideal candidate will possess a class G driver's license, with a class D or D-Z preferred. He or she will have a basic working knowledge of both computers and mechanics, and be capable of delivering product to customers.

Job Responsibilities:

- Oversee the work of 3-4 delivery drivers, a yard hand, a part-time office assistant and an office personnel
- Will be responsible for managing all aspects of operation in the yard including keeping a neat and clean yard
- Create the daily delivery schedule, and adapt it as necessary throughout the day
- Operate pay loaders of various sizes (both large and small)
- Operate a Bobcat
- Make sound decisions sometimes under pressure
- Maintain sufficient levels of inventory, and inform the office staff of low inventory levels
- Sift and mix soils to create inventory of some of our blended soils
- Will be responsible for maintaining fluid communication between the Burlington yard and Millgrove yard
- May need to complete deliveries as required
- Help in the office (answering phones, serving customers) at busy times
- May also be called upon for back-up snow removal in the winter months

Ideal Candidate will process:

- Experience operating heavy machinery
- Exceptional oral communication skills and strong written communication skills
- Strong interpersonal skills with the ability to work with a diverse group of individuals
- Business background with a customer service orientation
- Ability to adapt constantly to an ever changing work environment
- Ability to prioritize tasks
- Good ability to make sound decisions
- Inclination to mechanical issues and solutions an asset
- Ability to see work that needs to be done and complete the task, or successfully delegate the task

- Attention to detail in an effort to increase accuracy and reduce error
- Valid class G driver's license, with a class D or D-Z preferred
- A basic working knowledge of computers

Please apply with a resume and cover letter via e-mail to info@millgrovegardensupplies.com or via fax to: 905.689.9760.