



JOB OPPORTUNITY

Installation, Warehouse and Retrofitting Trainee

STATUS: SIX MONTH CONTRACT
LOCATION: OAKVILLE, ONTARIO

Algonquin Business Interiors is currently seeking Installation, Warehouse and Repurposing Trainees to join our growing team. This position will provide you an opportunity to be an integral contributor within a multi-disciplinary, First Nation owned organization. We are committed to building better work environments with our clients through great design and solid operating policies. This position is a mandatory entry level position leading to a possible career on an installation team, as warehouse personnel or as a member of our growing retrofitting team.

JOB DUTIES

This position will fulfill our need to develop long term employees in three of our growing business lines.

Installation of Office Furniture

We are very proud of our small and large clients that trust us to install the office furniture we sell. As a member of the installation team you will:

- 1) Deliver, uncrate, assemble, install, and make minor repairs to furniture in customers' office locations across southwestern Ontario;
- 2) Removes and returns or disposes of office furniture being replaced;
- 3) Ensure a safe work environment, follow client facilities rules, regulations and potentially unique health and safety standards;
- 4) Work efficiently as a part of a team.

Warehouse Support

Algonquin Business Interiors complete many large scale office installations that require specialized personnel in the warehouse. As a trainee, you will be introduced to the following duties:

- 1) Receiving products from suppliers
- 2) Reconciling received products with Purchase Orders
- 3) Preparing inventory for delivery to clients based on sales specifications
- 4) Receiving used product from installation teams and reconcile with inventory management system to prepare for the retrofitting team.



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Retrofitting Team Member

Algonquin is proud to recycle used furniture from our clients. Our team of retrofitters may be required to:

- 1) Assess furniture and accessories for return to client or for resale by Algonquin
- 2) Repair goods according to specification provided by the design team associated with the job.

QUALIFICATIONS

- Understanding of First Nations Community and Culture
- Honest, dependable and able to work day and/or night shift depending on client needs.
- Preference will be given to those employees have:
 - WHMIS Certification
 - Emergency First Aid or Standard First Aid
 - Forklift Operator Certificate
 - Fall Arrest Training Certificate
 - Clean Driving Record with a G license
- Our employees **must** be able to clear an RCMP Facility Clearance as required by a number of our clients.
- Basic computing skills are an asset.
- Proven competency with basic hand and power tools.
- Energetic and innovative team player with exemplary organizational and communication.
- Physically capable and able to safely work with heavy pieces of furniture on a daily basis.
- High level of integrity and pride in quality work is imperative.

WILL TRAIN

It is our policy to hire the best people first. This position can be learned by an individual with basic skills with hand and power tools and a desire to work. Our training will provide the experience required to succeed in our organization for a long-term career in the office design and furniture business.

RATE OF PAY

The rate pay for trainees will be between \$16.00 and \$18.00 per hour based on qualifications and abilities. Algonquin has a mandatory training period of six months prior to being eligible for advancement to more specific roles in the organization.

Qualified applicants are invited to submit their resume in confidence to the attention of **Michael S. Jacobs** via email to mjacobs@algonquingroup.ca.