

Triple Crown Enterprises is a general contractor construction firm located in Hamilton, Ontario. TCE's excellent reputation is the direct result of our commitment to performance, quality and safety. Our highly trained staff, knowledgeable and experienced construction management teams, hands-on approach, and open-door policy contribute to TCE's continuing success. Our expertise, in addition to general contracting includes civil and electrical construction, automated electrical solutions installations, an in-house steel fabrication facility, and design capabilities.

We are currently seeking a **Yard Coordinator**, for our Hamilton Location.

As a Yard Coordinator you will:

- Co-ordinate, schedule and perform the movement of materials in and around the yard area
- Count, weight, sort, pack and unpack materials (with assistance or utilizing material handling equipment) as required
- Perform inventory duties, create inventory check lists, alert Management to inventory issues
- Identify, sort, and organize materials requiring repair, replacement or discontinued service
- Organize, label, sort and store tools, equipment, parts, and other small items as required
- Deliver parts, materials or other small items to job sites as required (with assistance as needed)
- Ship, receive, sort, distribute and maintain inventories of materials, parts and products
- Plan, organize and oversee logistics of the yard, establish work priorities
- Prepare and submit various reports
- Order or request supplies, materials, parts, tools, or other items as required
- Co-ordinate activities with other yard workers, units, or departments
- Ensure smooth operation of the yard, report any issues to Management
- Perform daily job safety analysis for activities
- Ensure co-workers, guests, and others in the yard area are working in a safe manner and utilizing the required person protective equipment at all times
- Other duties as required

Qualifications, Education and Preferred Skills

- High School Diploma
- At least 3 years working in the construction industry
- Must Have a valid driver's license
- Basic knowledge of hand and power tools
- Understanding of construction site safety, willingness to learn and follow safety directions
- Basic understanding of assisted material movement equipment (i.e. power lift)
- Ability to work as part of a team
- Forklift experience preferred
- Organized, task, and goal oriented
- Excellent verbal communication and listening skills
- Civil Construction experience preferred
- Effective, efficient and professional
- Non-Unionized position

TCE welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

What TCE Can Offer

Join a dynamic team, with innovative projects coupled with the opportunity to develop your career. In addition, we can offer a full range of benefits including Health, Dental, Vision and RRSP Matching, flexible working hours and a commitment to individual safety.

Please submit resume to tcehr@tceont.com

We invite all interested individuals to apply. Only those selected for an interview will be contacted.