



Title: Customer Service Attendant – Yard

Location: 3735-8th Street Nisku, AB (on Leduc Transit Route #1, runs Monday to Friday)

Work Hours: Evening Shift (Wednesday-Saturday, 2:00PM to 12:30AM).

Please note that there is a \$1.00/hour shift premium for this evening shift.

For the training period, the incumbent will work the day shift (Monday-Friday, 6:00AM to 2:30PM) until they are fully trained and ready to work the evening shift.

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.

Job Overview

Reporting to the Logistics Manager, 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 product information ensuring delivery of excellent customer service to enhance customer satisfaction.
- Ensuring yard is well maintained and presentable according to established standards, such as product displays, stocking shelves, cleanliness and overall presence of the- yard.
- Constructing and assembling heavy racking or store displays when required.
- Prepackaging customer orders for pickup.
- Working safely and complying with Qualico's Safety Program and relevant safety regulations. Reporting any violations and incidents or near miss incidents to management immediately.
- Providing support to other projects or duties as assigned.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- Completion of middle school, must be able read and write and perform basic math.
- Minimum 3 months of customer service experience.
- Ability to operate a forklift and other power tools.
- Satisfactory verification of criminal record check.
- Physically able to kneel and crouch as well as lift, carry, push or pull objects weighing up to 50 lbs.

What We Value

- Creating trusting and successful working relationships.
- Setting clear, measurable and achievable goals.
- Cooperating with team members in an open, positive and respectful manner.
- Taking responsibility for the outcomes of decisions and actions.
- Staying current with technical job skills.

Work Conditions

You primarily work outside. 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

For more than four decades, Star Building Materials has dedicated itself to excellence and innovation in the construction industry. We explore new processes and methods to help you improve efficiency, manage project costs, and reduce waste, while developing new manufacturing methods to continually improve the quality of our products.

Formerly known as Leduc Truss, we proudly joined the Qualico Group in 2006. As one of Western Canada's largest real estate development companies, Qualico represents the longevity and commitment to service we value, allowing us to remain a trusted supplier of building components with the strength of Qualico behind us.

Our new 35,000 square foot production facility is equipped to design and manufacture quality roof trusses and engineered wood products for your residential, commercial, or agricultural projects. We employ forward-thinking staff with the expertise to maximize your profits and enhance the quality of your buildings.

Proudly serving the Greater Edmonton Area, Central, and Northern Alberta regions.. 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.

Closing date: May 14, 2026

[Apply Here](#)

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