



**RGO**

# DRIVER/INSTALLER

## FURNITURE

**Position Type:** Full-time, Permanent

**Location:** Edmonton, AB

### ABOUT RGO

Creating places that help people work, learn, heal, age, play, be inspired, and accomplish more.

RGO is a private owned business with locations in Calgary, Canmore, and Edmonton. We were founded in 1966 Calgary with roots selling typewriters! Now, RGO is proud to be 5 decades strong and growing. We have since grown to be the largest dealership of our kind in Western Canada, offering total interior solutions with the widest selection of Furniture, Window Coverings, Flooring, Technologies, Architectural Solutions, Moves, and Storage Management.

We believe space matters and we want our clients to efficiently operate a modern space, whether it's a 40-storey tower, a public institution, education, healthcare, or a dazzling corporate showpiece. As an Albertan company with a reputation for hands on service and dedication to quality, we are looking for an individual who aligns with our core values to create great work experiences for our clients, our partners, and our people.

### THE OPPORTUNITY

Get to be a part of the RGO team that has been recognized as a Best Workplaces in Alberta at one of Canada's Best Managed Companies by joining us as a Driver/I. The purpose of this role is to deliver and pick up commercial furniture products various sites in Edmonton & surrounding area in a prompt and safe manner. The ideal candidate is able to safely drive 3-ton & 5-ton trucks. This role is also required to perform minor installations, coordination and execution of small moves and other customer services, as required.

### WHAT YOU WILL DO

- Ensures that truck is completely and properly loaded prior to leaving RGO's dock
- Responsible for product for delivery to customers' locations, while exercising sufficient care and attention to ensure the product arrives and is placed in a satisfactory manner
- Demonstrate sufficient product knowledge so as to make the installation complete and functional
- Interact with the RGO employees and customers in a professional manner
- Determine whether product for delivery is free from any defects or damage prior to departure from Supplier & RGO warehouses and notify the Installation Manager, Operations Administrator or Project Administrator of any defects
- When driving, ensure that the use of the vehicle is maximized, and that the Operations Administrator has scheduled a proper time frame for scope of work
- Employ the most efficient routes when delivering products
- When driving, ensure that the piece count & product is correct when leaving the suppliers & RGO, also ensuring that sign off is completed for all deliveries once the delivery has reached its destination
- Responsible for submitting all paperwork, such as time records, Delivery Tickets and PIA's related to the delivery and pick up of items
- Ensure that timesheets are filled out daily and accurately and are handed in daily
- Responsible for accurate labeling of product and recording of rack location in the warehouse
- Health and Safety – Promote and follow all Health & Safety Initiatives

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- Ensure that the trucks are maintained in good working order and that problems are reported within a prompt and efficient manner
- Ensure the truck cab and box are maintained in an orderly fashion (fold blankets, roll up straps, road pylons/reflectors and other safety materials)
- Ensure that equipment such as dollies is accounted for and in good working condition

### WHAT YOU WILL BRING

- High School Diploma
- Excellent driving skills & record (3-year clean driver's experience personal and business) is required
- Class 5 Drivers License and ability to provide current 3-year Driver's abstract is required
- Prior commercial driving experience with similar heavy units
- Mechanical aptitude and competency
- Be able to lift up to 100lbs
- Be able to pass the Pre-Employment Health Assessment and AMA Professional Driver Upgrade (paid by company)
- Mechanical competency to ensure RGO truck is in good driving condition
- Ability to maneuver 5-ton trucks in tight spaces
- Experience driving in downtown core
- Ability to learn how to read architectural drawings that include floor plans and elevations
- Reliable
- Good interpersonal skills and a team player attitude
- Computer Literate

### PERKS & BENEFITS

- Flexible work environment
- Comprehensive benefits including RRSP matching
- Performance based awards
- Career growth opportunities
- Employee recognition program
- Education reimbursement
- Fitness Subsidy
- Free parking

To apply, please submit your resume to [hr@rgo.ca](mailto:hr@rgo.ca). We appreciate the interest of all applicants and candidates for consideration will be contacted.

**APPLY NOW**

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FURNITURE

