



**INDEPENDENT CONTRACTOR –
TO PROVIDE PACKING SERVICES FOR HOUSEHOLD RELOCATION/STORAGE COMPANY**

DEEP RIVER, ON – Walker's Van & Storage, 33305 Hwy 17, Deep River ON K0J 1P0

Applications/inquiries should be made to: jgilligan@walkerscapitalgroup.ca; 705-476-4223 ext.284.

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COMPANY

The Walker's/Capital Group of Companies provides moving and storage services to household, commercial, and institutional customers. The Group also provides office system installation services on a B2B level to furniture dealers, designers, and related businesses.

The Group has offices in five locations with sales, administrative, and operations staff at each. The Group provides local, long-distance (inter and intra provincial), cross-border, overseas and international services.

This opportunity may be varied in consultation with the post holder to reflect evolving needs of the business.

PURPOSE

- To provide, on a Contract basis, professional packing and unpacking services to support the household relocation division, ensuring the secure and effective packaging of personal goods and effects for safe transportation during a move.

KEY RESPONSIBILITIES

- Recruit, employ, train, manage, and supervise teams of packers sufficient to complete assigned business volumes.
- Schedule and deploy resources based on weekly job assignments.
- Monitor and request packing materials inventory in sufficient amounts to complete assignments.
- Wrapping and boxing customers' household goods and effects for safe transportation.
- Unpack same for inbound shipments as per specifications of order (Government, COD, etc.).
- Load, unload and move products and materials by hand or with basic material handling equipment.
- Complete labels and attach to cartons.
- Clear debris from customers' homes.
- Communicate with Operations staff in a timely and thorough manner.
- Communicate with Customers in an accurate and positive manner.
- Become familiar with and adhere to contract regulations governing Federal and Provincial Government orders.
- Become familiar with and adhere to all Company and Van Line policies pertaining to packing and unpacking services for all orders.

POSITION SPECIFICATION

Education and Experience

- OSSD/Secondary School Diploma required
- Minimum two years' experience in the household moving industry
- Valid G class Drivers Licence
- Bilingualism an asset
- Supervisory and/or Management experience an asset

Technical Skills

- Physically fit and able to lift 50 lbs
- Communication and dispatching proficiencies
- Customer Service
- Planning and organization
- Care and meticulous attention to detail, accuracy, and quality of work essential

Behavioural Competencies

- Relationship: Ability to build strong working relationships (internal/external)
- Communications: Excellent communication skills – verbal and written
- Teamwork
- Time management: Demonstrated ability to prioritise issues
- Problem-solving
- Ability to adapt to new procedures and approaches
- Professionalism: Sensitivity to customer comfort and Company image at all times

Working Conditions

- Customer residences – all areas, including attics and basements, garages and sheds
- Warehouse for loading and unloading of packing supplies
- Repetitive tasks
- Manual dexterity
- Bending, crouching, kneeling
- Confined spaces; dusty; hot
- Overtime and work outside of normal working hours may be required.

ADDITIONAL INFORMATION

- This is a position for an independent contractor – candidate will negotiate terms with Walker's/Capital Group.
- Satisfactory CPIC required (for Contractor and all of his/her employees) upon offer of position.
- WSIB Clearance Certificate (to be obtained by Contractor)
- All Packers will be required to complete a packing procedures training course prior to commencing duties. Location of training will be local office in Deep River, ON and possible additional training in Kingston, ON.
- Our dynamic work environment offers a competitive compensation package, no up-front money required.
- Contractor will be responsible for remuneration of own staff.