

FINDING WORK



DHL

The Company

DHL is part of the world's leading logistics group, Deutsche Post *DHL*. *DHL* offers integrated services and tailored, customer-focused solutions for managing and transported letters, goods and information. It has offices in all major countries and employs 400,000 personnel world wide. For further information on this world service, see www.dhl.com.

DHL became a corporate entity in Vermilion approximately six years ago, when Deutsche Post/*DHL* Express purchased the Loomis operation which had served Vermilion and area residents since the 1970s. *DHL* presently offers courier service within Alberta, Canada and world wide.

The Vermilion office employs up to 30 people in Vermilion and its sub-office in Bonnyville. Currently, there are 22 persons employed in Vermilion, including three office staff, nine drivers, 9 warehouse staff (5 FTE) and one manager.

The Work

The work comprises warehousing and distribution, freight transportation, and road, rail and ocean freight services. The office is open daily Monday to Friday and staff work shifts between 3:30 a.m. and 8:00 p.m. The office is closed on Saturday, Sunday and Statutory Holidays.



The Ideal Candidate

The ideal candidate to work at *DHL* will have the following attributes:

- A good attitude
- Excellent customer service skills
- A good work ethic
- Routinely careful with others' property
- Punctual and reliable
- Mature and responsible
- Must be over 19 years of age
- Must be bondable



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

Requirements and Responsibilities:

Drivers (contract position)

- Must have Class 5 Driver's Licence with clean abstract
- Deliver freight within designated routes in North East Alberta
- Load and unload freight
- Capable of lifting up to 70 lbs in weight
- Physically fit
- Must be literate and capable of maintaining log book
- Bondable

Warehouse Staff

- Must be physically fit
- Bondable
- Able to lift up to 70 lbs
- Operate pallet jacks
- Clean and maintain warehouse
- Assist drivers with loading freight
- TDG training a requirement of the job

Office Staff

- Computer literate
- Able to perform basic bookkeeping routines
- Able to complete cash reconciliations
- Excellent customer service skills
- Handle payments in cash, debit or credit card
- Telephone and reception duties

Training

The company sponsors the requisite training in Transportation of Dangerous Goods (TDG), WHMIS, and Health and Safety courses once employee is hired.

Hours of Work, Wages and Benefits

Warehouse personnel typically work on a casual basis three to four hours per day. Drivers (owner/operators) may work from nine to 12 hours per day depending upon amount of freight. Part

time office staff work four hours per day, and full time office staff work a full eight hour shift daily.

Warehouse personnel are paid an initial hourly wage of \$15.00; office staff are paid \$15.00 per hour to start. *DHL* is a unionized environment. Full time and part time staff are eligible for a comprehensive benefits package after three months of service.

In accordance with company policy, vacations are provided as follows:

Two weeks vacation after first anniversary

Three weeks vacation after third anniversary

Vacation time increases according to established years of service.

How to Apply

Recruitment is by advertisement in local papers or by walk-in application. Certain positions are also advertised on the company website: www.dhl.com.

Interested applicants are encouraged to apply with resumé and references to:

The Manager

DHL

4853 – 40 Street

Vermilion, AB T9X 1H6

Tel: 780 853-8060

or 1-888-480-2085 (Toll Free)

Fax: 780 853-4672

A Driver's Abstract is required for all driver positions. All potential employees must obtain a Criminal Record Check (any fees will be refunded upon employment).