



## Job description – General Labour/ Shop Assistant

### *About Us:*

Since 2019 H&E Heavy Truck Ltd. has been a family run small business in Crosshill, ON. We are a growing full service heavy truck shop working on all makes models of heavy trucks and trailers in various industries including; Industrial, Agricultural, Municipal and Commercial providing a fully licensed shop to our local communities.

Our success is attributed to our dedicated and talented staff, working together serving our community. We take pride in our work providing quality repairs and service. We provide an inclusive and positive work environment for both our staff and customers through our shared values and trust working together as a team.

### *Who we are looking for:*

To fill the role of General Labour/ Shop Assistant at our busy and fast paced shop. The ideal candidate is reliable with a friendly and professional attitude to maintain positive moral within our team & with our client. This position works closely with Supervisors/Management for direction of required tasks to be completed in a timely manner. Independent and self direction, as well as a clean driving abstract are strong assets.

We encourage those who are open to a variety of day to day tasks and is eager to assist where needed to apply for this position. This position may be a good fit for you if you are seeking a workplace where you are not just a number and your opinion matters!

### *Key Responsibilities:*

- Well organized and self motivated
- The ability to work independently & in a team setting
- Maintain a professional appearance with attire and workspace(s)
- Must be able to lift 50 lbs
- Proficient with data entry in electronic shop management software an asset/optional
- Daily tasks will vary, may include:
  - Assist with shop clean up and tidiness and other tasks/duties as delegated
  - Assist with inventory management, including ordering & warehousing part orders
  - Coordinate with other departments, performing miscellaneous tasks as required

### *Qualifications:*

- **Must have a valid Canadian workers permit and fluent in English required**
- Valid G drivers license required
- Reliable transportation
- Willing to learn new tasks
- Safety focused and proactive mindset
- Strong organization, professional, enthusiastic, and positive team member



- Attention to detail, strong written and oral communication skills
- Optional/additional asset skills include
  - Mechanically inclined
  - Experience in the Parts/Transportation industry
  - Knowledge of mechanical parts and operations
  - AZ Drivers License an asset not required

***Benefits:***

- Company provided uniforms
- Extended Healthcare & Dental
- Flexible Hours
- Annual Salary review
- Company provided meal every Friday
- Company events
- On site parking

***Schedule:***

- Flexible, based on shop needs (may be part-time or full-time hours)
- Day shift - Monday to Friday
- Holidays and weekends off

**We thank all those who apply, however, only those selected for an interview will be contacted**

Job Type: Part- time or Full-time

**Salary:** Negotiable based on experience and performance

Please send resume to [office@heheavytruck.com](mailto:office@heheavytruck.com)

Or in person at: [4881 William Hastings Line, Crosshill, ON](#)