



7170 Glover Rd, P.O. Box 73, Stn Milner, BC Canada V2Y 0W9
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TITLE: Floor Coordinator
COMPANY NAME: Bevo Farms Ltd.
BUSINESS ADDRESS : 7170 Glover Road, P.O. Box 73, Stn Milner, BC Canada V2Y 0W9
COMPENSATION: To be determined based on experience
REPORTS TO: VP Operations
BENEFITS: RRSPs, extended health (medical, dental, life insurance, LTD)
LOCATION: Langley, BC
EMPLOYMENT TYPE: Full-Time Permanent
CONTACT INFORMATION: bevofarmshr@gmail.com fax: 604-888-8048

ABOUT BEVO FARMS LTD.

Bevo is the largest supplier of propagated plants in North America, providing greenhouses, field farms, nurseries, and wholesalers across the continent with healthy, vigorous, pest-and-disease-free plants.

SUMMARY

We are looking for a dedicated and hard working Greenhouse Floor Coordinator. The Floor Coordinator is responsible for overseeing the day to day operations of inventory control on the greenhouse floors. Working in collaboration with the Labour Manager, under the direction of the Head Grower, the Floor Manager ensures the effective planning, organization, supervision and administration of the greenhouse activities.

RESPONSIBILITIES

1. Work in collaboration with Labour Manager and Operations Manager/Head Grower to ensure synchronization of labour needs and floor operations.
2. Receive and record all incoming shipments of products, materials and associated greenhouse commodities ensuring accurate determination and documentation of quantity, quality, shipment condition, and required shipping documentation. As necessary, flag order non-conformance to internal stakeholders and to suppliers for remedial action. Distribute receiving records and notify appropriate staff on receipt of ordered materials.
3. Perform monthly counting of all hard goods. Maintain all required inventory records and as necessary, perform routine inventory counts and associated reconciliation of discrepancies. Flag major inventory discrepancies with appropriate staff.
4. Maintain a well-defined inventory control system in all warehouses. Ensure that accurate records are maintained and readily available.
5. Work closely with WorkSafeBC, ensuring all policies and procedures are followed in accordance with Occupational Health & Safety Regulations.
6. Provide assistance in tracking and maintaining records for labour.
7. As a backup to Shipping, become familiar with all logistical shipping planning that is in place for the bedding, greenhouse and field crop seasons. Act as Vacation/Sick relief for the Shipper.
8. Current First Aid level 2 or willingness to become certified.
9. Perform other duties as required.

QUALIFICATIONS

Graduation from high school supplemented with computer knowledge in Microsoft Word and Excel. First Aid level 2 desired. Experience in horticulture and plant knowledge. Must be in good physical

health to maintain the labour responsibilities expected throughout a regular day. Must be able to take general instructions and direction from the Head Grower and perform the tasks assigned accurately and efficiently. Demonstrated experience solving complex problems, often with moving parts, using sound judgment, problem solving skills, initiative, communication, computer and negotiating skills. The ability to deal effectively with tight schedules and to work well with other department staff and suppliers is required.

JOB REQUIREMENTS

- Legally entitled to work in Canada.
- Ability to work both independently and as part of a team; listen well and follow direction.
- Must have good communication skills and own transportation.
- If you have the skills and experience of a Floor Coordinator , please send your cover letter + resume to Human Resources via email: bevofarmshr@gmail.com and we will contact you to discuss this opportunity.
- We thank all the applicants for their interest in this position, however, only those candidates chosen for an interview will be contacted.