



7170 Glover Rd, P.O. Box 73, Stn Milner, BC Canada V2Y 0W9

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[www.bevofarms.com](http://www.bevofarms.com), [info@bevofarms.com](mailto:info@bevofarms.com)

TITLE: Labour 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/Head Grower  
BENEFITS: RRSPs, extended health (medical, dental, life insurance, LTD)  
LOCATION: Langley, BC  
EMPLOYMENT TYPE: Full-Time Permanent  
CONTACT INFORMATION: [bevofarmshr@gmail.com](mailto: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 Labour Coordinator. The Labour Coordinator is responsible for the effective planning, organization, supervision and administration of greenhouse floor staff and activities to ensure the appropriate quantity and quality of work is produced at Bevo Farms, Ltd. This position requires adaptability and flexibility in order to respond to the changing needs of the greenhouse. This may include adjusting working hours accordingly.

### **RESPONSIBILITIES**

1. Work collaboratively with Head Grower/Operations Manager to hire, train, monitor and supervise workers engaged in planting, cultivating, irrigating, harvesting, etc. Train workers in methods of field work and safety regulations and brief them on identifying characteristic of insects and diseases.
2. Determine number and types labourers needed to perform the work required and schedule activities accordingly; recruit, train, instruct and supervise labourers.
3. Create the daily, weekly and seasonal labour plan for all sites under the direction of the Head Grower.
4. In consultation with the Supervisors and Head Grower, establish the hourly tasks rates; monitor and record hourly/daily task rates and manage performance, quality and activity rates.
5. Attend and participate in the daily supervisor meetings.
6. Maintain accurate records of staff hours and performance/productivity.
7. Manage the relationship with the temporary worker agencies to ensure they are providing the best quality worker each day. Provide feedback on the quantity and quality of work.
8. Ensuring compliance with government regulations including: Employment Standards, Health and Safety Standards, WHIMS, Foreign worker programs.
9. Work closely with packaging and quality management to ensure the staff are trained correctly to ensure the highest quality products are ready for shipping.
10. Working together with floor supervisor observe workers to detect inefficient and unsafe work procedures or identify problems and initiate actions to correct improper procedures or solve problems.
11. Organize and deliver annual performance reviews of staff.
12. Current First Aid level 2 or willingness to become certified.

13. Perform other duties as required.

### **QUALIFICATIONS**

Graduation from high school supplemented with computer knowledge in Microsoft Outlook, 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 Lead Grower and perform the tasks assigned accurately and efficiently. Demonstrated experience 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 upon application.
- 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 general maintenance mechanic, please send your cover letter + resume to Human Resources via email: [bevofarmshr@gmail.com](mailto: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.