



7170 Glover Rd, P.O. Box 73, Stn Milner, BC Canada V2Y 0W9
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TITLE: Shipper Assistant
COMPANY OPERATING 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: Shipping Department Supervisor
BENEFITS: RRSPs, medical, dental, life insurance, group insurance
LOCATION: Langley, BC
EMPLOYMENT TYPE: Full-Time Permanent
CONTACT INFORMATION: bevofarmsshr@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 Shipping Assistant who can perform and assist the shipping department to attain set objectives for quality, accuracy and a safe working environment.

RESPONSIBILITIES

1. Accurately records all incoming and outgoing shipments of products, materials and associated greenhouse commodities ensuring accurate determination and documentation of quality, shipment condition, quantity and required shipping documentation. As necessary, flags order non-conformance to internal stakeholders and to suppliers for remedial action. Communicate with appropriate greenhouse supervision on receipt of ordered materials.
2. Performs 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 key stakeholders.
3. Assists in accurate count, documentation, staging, and loading of quality-controlled product, including site-to-site movement of goods and equipment.
4. Assists in maintaining necessary records of racks and wagons used in the process of shipping/receiving and ensures that all equipment involved with the transportation of product is in proper supply and sanitized according to procedures provided.
5. Assists the Site 1, 2 and 3 personnel, when necessary, to facilitate the readiness of the loads for the staging crews and help load wagons and trucks.
6. Takes all necessary actions to maintain an organized and hygienic workplace throughout the warehouse.
7. When necessary, in the absence of the Shipper, be responsible for arranging shipment particulars with customers, including transportation details, height restrictions, unloading options, and other restrictions that will impact deliveries to the customer.
8. Works closely with WorkSafeBC, ensuring all policies and procedures are followed in accordance with the Occupational Health & Safety Regulation.
9. Current First Aid level 2 or willingness to take certification.

QUALIFICATIONS

Graduation from high school supplemented with computer knowledge in Microsoft Word and Excel. First Aid level 2 desired. Experience of plant knowledge is an advantage. To be in good physical health to maintain the labour responsibilities expected throughout a regular day and to be able to take general instructions from the supervisor and perform the task assigned accurately and efficiently. Must be flexible and adaptable as the needs of the department vary.

JOB REQUIREMENTS

- Legally entitled to work in Canada upon application.
- This position requires a candidate who can carry out shipping duties including inventory recording and control.
- 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 Shipper, 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.