



7170 Glover Rd, #73 Stn Milner, Langley, BC Canada V2Y0W9  
Ph 604-888-0420 Fax: 604-888-8048  
[www.bevofarms.com](http://www.bevofarms.com), [info@bevofarms.com](mailto:info@bevofarms.com)

JOB TITLE: ASSISTANT OPERATIONS MANAGER  
COMPANY NAME: Bevo Farms Ltd.  
REPORTS TO: VP Operations  
LOCATION: Langley, BC  
EMPLOYMENT TYPE: Full-Time Permanent  
CONTACT INFORMATION: [bevofarmshr@gmail.com](mailto:bevofarmshr@gmail.com)

#### **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**

As an Assistant Operations Manager, you will be responsible for assisting the Operations Manager in supervising daily business operations such as staffing, scheduling, and customer interactions, and address operational issues and concerns in a timely manner.

#### **DUTIES AND RESPONSIBILITIES:**

1. Assist the Operations Manager in directing overall greenhouse day-to-day operations.
2. Ensure daily/weekly labor needs are met, keeping within hours budgeted for week/month/year.
3. Supervise and develop key employees.
4. Organize and deliver annual performance reviews of staff.
5. Attend and participate in the management team and supervisor meetings.
6. Ensuring compliance with government regulations including: Employment Standards, Health and Safety Standards, WHIMS, Foreign worker programs.
7. Work closely with packaging and quality management to ensure the staff are trained correctly to ensure the highest quality products are ready for shipping.
8. Working together with floor supervisors, observe workers to detect inefficient and unsafe work procedures or identify problems and initiate actions to correct improper procedures or solve problems.
9. Working with floor supervisors to investigate concerns and help settle disputes to maintain harmony among workers.
10. Hands on – willing to lead by example and jump in on any job to assist in executing jobs, to help with efficiencies, quality and improving methods.
11. Maintain a positive attitude that promotes teamwork.
12. Assume the responsibility of Operations Manager when on leave.
13. Additional duties assigned.

#### **QUALIFICATIONS:**

1. Legally eligible to work in Canada
2. 3+ years of greenhouse management experience, including experience in crop propagation industry is a plus
3. Ability to plan, manage, schedule and to prepare summary reports on same subjects.
4. Willing to work a flexible schedule based on seasonal business needs.



7170 Glover Rd, #73 Stn Milner, Langley, BC Canada V2Y0W9  
Ph 604-888-0420 Fax: 604-888-8048  
[www.bevofarms.com](http://www.bevofarms.com), [info@bevofarms.com](mailto:info@bevofarms.com)

5. Must have a valid driver's license.
6. Proficiency in Microsoft Office and other relevant computer programs
7. Strong communication, interpersonal and organizational skills
8. Attention to details

#### **SALARY**

Commensurate with experience

#### **JOB REFERENCE AND BACKGROUND CHECK**

Job reference and background check may be requested for this position.

#### **WORKING HOURS**

Hours can vary between Monday to Saturday, 6:00 am to 4:00 pm. Weekend and evening work may be necessary as per the direction of your direct report.

–If you have the skills and previous experience of the above position, 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.