



<b>Job title</b>	Logistics Assistant
<b>Reports to</b>	<i>Logistics Manager</i>

### **Job purpose**

Under the direction of the Logistics Manager the Assistant will support the Logistics Team in the shipping of our product around the world during our harvest season.

### **Duties and responsibilities**

- Accurate data entry into SAP to create Bills of Lading for shipping
- Schedule shipping times, and distribute information to required parties each day
- Update packing priorities regularly in accordance with up-to-date information from QC and Sales
- Work with inventory system and Sales to ensure all inventory is accounted for and sold in timely manner
- Track all shipments and temperature data, maintaining the cold chain at all times
- Various other tasks including emailing customers & partners, scanning documents, and making/receiving phone calls

### **Qualifications**

- Must be highly organized with an exceptional eye for detail
- Excellent communication skills required for the fluid and fast paced perishable fruit industry
- Able to learn quickly and take direction from supervisors and management when required
- Able to work for extended periods of time in a focused, safe and professional manner
- Must be a flexible team player who works well in a busy and demanding environment
- Good working knowledge of Spreadsheets, Word Processors, ERP and Email Management Systems

### **Working conditions**

Our working environment is extremely challenging over a short period of time. Applicants should be aware that this is a farming environment and days off may be limited during our growing and packing season.

- Work hours are not calendar based, but are dependent on crop maturity and weather
- Work hours are generally at 50-60 hours per week
- The candidate must have the ability to work well with people of varying backgrounds and nationalities.

### **Direct reports**

None

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