



Coral Beach Farms is the northernmost large-scale cherry producer in North America. We grow premium cherries along the shores of Okanagan Lake in the renowned Okanagan Valley of British Columbia, Canada. Our cherries are all hand packed in our state of the art facility, located right on our farm and shipped to our customers worldwide.

Job Title:	JF Sales Assistant	Start Date:	July
Department:	Jealous Fruits	Reports to:	Sales Manager
Job Purpose			
To assist customers and visitors in their inquiries as well as aid in various sales, logistics, and office tasks			
Job Responsibilities			
<ul style="list-style-type: none"> • Ensure that customers and visitors are attended to in a friendly manner • Take on various administrative tasks as requested by the Sales Manager, or Logistics Managers 			
Job Tasks & Activities			
<ul style="list-style-type: none"> • Answering telephones and directing calls • Taking and checking voicemail messages • Assisting in Logistics and Sales departments • Signing in customer and visitors • Ensuring Health and Safety sheets signed for tours 			
Skills & Qualifications			
<ul style="list-style-type: none"> • High school education • Previous reception, or personal assistant experience preferred • Good PC skills: will use MS office, SAP, Customer CRM, and internal inventory / CRM systems • Communication and organizational skills essential • Able to take direction from management and work autonomously when required • Must be a flexible team player who works well in a busy and demanding environment 			
Working Conditions			
<p>Our working environment is extremely demanding over a short time period. Applicants should be aware that:</p> <ul style="list-style-type: none"> • Work hours are not calendar based, but are dependent on crop maturity and weather • Work hours are generally at least 40-60 hours per week and can be longer • As agricultural employment, overtime provisions do not apply and days off are limited • This position is for an afternoon/evening shift 2 or 3pm – 10 or 11pm • Applicants must be available from June until early to mid-September 			
Performance Measures (Factors defining success)			
<ul style="list-style-type: none"> • Ability to work and communicate well with others • Attendance and punctuality • Contributing to organized and efficient sales, and logistics operations 			
Job Category:	Office	Location:	Lake Country
Employment Status:	Seasonal- Full Time	Manages Others:	No
Hourly Wage:	\$ 14-16/hour dependent on experience		
Approved by:	David Geen	Date Approved:	20 April 2017