



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:	Logistics Assistant	Start Date:	July 1 st
Department:	Sales and Logistics	Reports to:	Logistics Managers
Job Purpose			
Assists the Logistics Team in the shipping of our product around the world during our harvest season.			
Job Responsibilities			
<ul style="list-style-type: none"> • Accurate and efficient organization of transportation, customs clearance, invoices, and packing slips. • Maintaining organized documents, incredible attention to detail • Working and communicating effectively with the Logistic team, Sales, Packaging, Shipping and Inventory 			
Job Tasks & Activities			
<ul style="list-style-type: none"> • Completes data entry in SAP to create Bills of Lading for shipping • Creates shipping list and distributes copies to required parties each day • Works with the Inventory System to create orders for shipments • Various other tasks including emailing customers, scanning documents, making phone calls and maintaining organization of documents throughout these duties 			
Skills & Qualifications			
<ul style="list-style-type: none"> • Must be highly organized with a good eye for detail • Excellent communication skills required • 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 			
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"> • This is a farming environment and days off may be extremely limited during our picking season • Work hours are not calendar based, but are dependent on crop maturity and weather • Work hours are 50 - 70 hours per week, and applicant must work flexible shifts • As agricultural employment, overtime provisions do not apply <p>Applicants must be available from mid-June until early to mid-September.</p>			
Performance Measures (Factors defining success)			
<ul style="list-style-type: none"> • Ability to work in a team to accomplish shipping in an orderly and efficient manner • Attendance and punctuality • Demonstrates a commitment to the harvest season and shows interest in returning 			
Job Category:	Office Administration	Location:	Lake Country
Employment Status:	Seasonal	Manages Others:	No
Hourly Wage:	\$15-18 /hour		
Approved by:	David Geen	Date Approved:	April 6, 2017
Please apply online at www.coralbeach.ca			