



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:	Receptionist	Start Date:	July
Department:	Office Administration	Reports to:	Accounting Manager
Job Purpose			
To assist employees, contractors, customers and visitors in their inquiries as well as aid in various office tasks			
Job Responsibilities			
<ul style="list-style-type: none"> • Ensure that contractors, employees, customers and visitors are helped in a friendly manner • Take on various administrative tasks as requested by office staff 			
Job Tasks & Activities			
<ul style="list-style-type: none"> • Answering telephones and directing calls • Taking and checking messages • Ensuring that all customers and visitors sign in and complete Health and Safety sheets before tours • Assist employees with all inquiries relating to their employment and ensure their files are complete • Assist Accounting staff with payroll inquiries • Assisting in Logistics and Sales departments 			
Skills & Qualifications			
<ul style="list-style-type: none"> • High school education • Previous experience preferred • Good communication and organizational skills • Able to 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 • Knowledge of French and/or Spanish an asset 			
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 generally at least 60 hours per week and can be longer • As agricultural employment, overtime provisions do not apply for these positions <p>Applicants must be available from June until early to mid-September</p>			
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 office operations 			
Job Category:	Office	Location:	Lake Country
Employment Status:	Seasonal- Full Time	Manages Others:	No
Hourly Wage:	Rate to be determined		
Approved by:	David Geen	Date Approved:	20 th April 2017
Please apply online at www.coralbeach.ca			

