



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:	Tag Printing Clerk	Start Date:	July
Department:	Finance & Administration	Reports to:	Accounting Manager
Job Purpose			
To assist in timely and accurate printing of picker tags.			
Job Responsibilities			
The Tag Printing Clerk is responsible for receiving and printing the daily requisition of picker tags during the harvest season and to sort by name, all the picker tags scanned in the receiving area. Other office tasks as may be occasionally requested.			
Job Tasks & Activities			
<ul style="list-style-type: none"> • Compile all the picker tags requested by the team leaders. • Print the tags ensuring that the colour assigned by team belong to the picker's tags printed. • Manage a daily inventory of the tags rolls remaining. • Sort by name and team (colour) all the tags processed or scanned in the receiving area. • Make a daily report of the tags printed by name and team. 			
Skills & Qualifications			
<ul style="list-style-type: none"> • Knowledge of Microsoft Office and printing applications. • You have a high level of attention to detail when dealing with crew leaders. • Ability to be timely and adapt to changing environments is a must. 			
Working Conditions			
Our working environment is extremely demanding over a short time period. Applicants should be aware that: <ul style="list-style-type: none"> • Work hours are generally at least 60 hours per week and can be longer during harvest (middle July – early September) • This is a farming environment and days off may be extremely limited during Harvest • As agricultural employment, that overtime provisions do not apply for these positions. • Applicants must be available from early/mid-July until early September. 			
Performance Measures (Factors defining success)			
<ul style="list-style-type: none"> • Timely reporting • Works well with others 			
Job Category:	Office Clerk	Location:	16351 Carr's Landing Rd. Lake Country BC
Employment Status:	Seasonal	Manages Others:	No
Hourly Wage:	Rate to be determined		
For more information please go to www.coralbeach.ca Please apply with Resume to alberto@jealousfruits.com			

