



Phone (604) 856-1264 Fax (604) 856-1273 sales@mainlandfloral.ca

Mainland Floral Distributors is a nursery and wholesale florist located in Aldergrove. We ship our products to a wide range of customers in BC, Alberta, Alaska, Washington and Oregon.

Currently we are looking for a motivated, energetic individual to assist our administrative team as well as our transportation manager, as we are expanding our transportation department. This position can be of a full time or a part time nature, we may adjust the schedule for the right individual.

The successful candidate will be fluent in English, and is comfortable communicating via telephone, fax and email in a confident and self assured fashion.

The responsibilities for this position are:

- Assist our transportation manager with ACI and ACE reporting
- preparing customs documentation for north bound and south bound freight
- invoicing of freight as well as for product sold
- record and process all payments received
- processing credit card payments
- effectively communicate with our customers in case of discrepancies
- all other miscellaneous activities

We are currently using Accpac and Adagio as our software, some experience with this system would be beneficial.

Due to the nature of our business this position may require that you are available on some statutory holidays as well as some late shifts. Regular work days are Monday through Friday, but may include some hours outside these days.

Wages are competitive for the right individual and will be depending on experience and qualifications.

Please submit your resume with driver's abstract to us via fax (604) 856 - 1273 or via email.

In your cover letter please include your wage expectation, as well as the days and hours that you would be available, and the minimum number of hours you prefer to work per week.

We would like to thank everyone for applying, but regret we can only respond to the applicants that may qualify for an interview.