



Position Available: Assistant Shipping Manager

NATS Nursery is seeking an Assistant Shipping Manager to join our team. Located in Langley, BC, NATS was founded in 1988 and is the largest grower of native plants in BC. NATS is also the BC grower/distributor for LiveRoof, a modular green roof system. Our nursery operates over 140,000 sq. ft. of greenhouse space on a total of 30 acres.

Reporting to the Shipping Manager, your responsibilities will include:

Responsibilities:

- Assist with managing daily shipping and distribution operations in a timely manner.
- Check to ensure the right products are going to the right customers.
- Manage documents such as shipping pick-lists, bills of lading, etc.
- Direct the flow of packaged plant material from preparation to shipping.
- Create and/or inspect shipping labels of completed orders.
- Work with shipping crew to pull and prepare orders for pick up or delivery
- Collaborate with growers and sales personnel and others to optimize processes
- Resolve issues regarding shipped orders
- Ensure compliance to legal regulations and company policies
- Report to Shipping Manager on activities and issues

Skills & Experience:

- Growing and horticulture experience is an asset.
- Knowledge of logistics procedures an asset.
- Excellent organizational and communication skills
- Must be able to repetitively lift up to 50 lbs.
- Forklift, bobcat, tractor experience and/or tickets an asset.
- Ability to work in a variety of weather conditions (primarily outside work)
- Must have driver's license
- Problem solving abilities
- Aptitude to communicate well in English in written and oral form.
- Quick learner with ability and capacity to adapt to new plants, crops and situations.

- Extraordinary character and passion; someone looking for 'more than just a job' and wants to be a part of our NATS' Team.

Compensation: \$18 - \$22 per hour. Subject to experience and education. Offer Group Benefits.

Shifts: Full-time Monday to Friday, 7:30 AM to 4:00 PM.

Start Date: Immediate

Posting Date: January 12, 2021

Apply: Email resume to maggie@natsnursery.com. Only short-listed candidates will be contacted.

To learn more about NATS Nursery, visit www.natsnursery.com