



Working Title: Shipper and Receiver

Program/Department: Production Frozen

Location: Maple Ridge

Cultural Fit

Silver Valley Farms is a fast paced, high quality farm and processor with global scope. Silver Valley Farms is a family-owned and operated business experiencing strong growth and expanding production capacity. The ideal candidate thrives on challenge and change, seeks out direction where required, has the confidence to make quality decisions and can maintain confidentiality.

This role is an opportunity extended to prove yourself and grow within the agriculture business environment. While working here you will have the opportunity to grow your career while helping us feed the future.

Position Summary

Reporting to the Production Co-ordinator at Silver Valley Farms Ltd, the Shipper/Receiver will play an important role in daily operation. Shipper/Receiver is responsible for shipping product to our customers, receiving supplies/products and notifying management of product in freezers. This position will spend most of the working day in the cold environment of the freezers. We are seeking out an individual who is organized, detailed orientated and has great time management skills.

Responsibilities

- Receive shipments
- Loading trucks/container
- Organize and report inventory
- Thorough inspection of trailers and containers
- Completing BOLs and prepare any other additional paperwork
- Ensuring all appropriate documentation and labelling is present in all incoming/outgoing loads
- Additional duties as required

Qualifications

- High School Education
- Forklift Certification
- *Be able to work in cold freezer conditions (experience is preferred)*
- 1-year experience
- Focus on detail, organized and self-motivated
- Excellent time management skills
- Proficient with technology
- Ability to lift 30lbs

All interested applicants please submit resume via email to: amy@silvervalleyfarms.ca . We thank all applicants for their interest, only those selected for interviews will be contacted.