



Temporary Logistics Coordinator – Day Shift

Here is your opportunity to be an integral part of a BC based natural foods brand that is experiencing tremendous growth across North America. Naturally Homegrown Foods Ltd. is a premium snack food company based in Surrey, BC. We produce all-natural potato and root vegetable chips under the Hardbite™ brand name. For more information on our company, please visit us on our Facebook page, Instagram (@hardbitechips), Twitter (@Hardbite), or Website (www.hardbitechips.com).

Due to our growth, we have an opening for a **Temporary Logistics Coordinator (8-10 weeks) – Day Shift** based out of our operations facility in Surrey, BC.

PRIMARY RESPONSIBILITIES:

- Responsible for booking carriers and appointments for shipments
- Responsible for tracking and tracing shipments
- Responsible for the accurate and up-to-date data entry of the Shipping Log daily
- Responsible for creating skid sheets and producing all labels for the warehouse department
- Coordinate pick ups for all vendors
- Assist with Trade Show shipments
- Assist with picking small orders; E-commerce, Employee Purchases, and Sample requests
- Back up for diverse computer tasks
- May assist in physical inventory counts
- Ensure warehouse cleanliness is always maintained
- Assists in maintaining the security and safety of the warehouse
- Perform other duties and/or tasks as directed by superiors

REQUIRED SKILLS AND EXPERIENCE:

- Minimum 2+ years experience in a warehouse position and exposure to logistics
- Computer skills – Intermediate MS Office Skills (One Drive, Office 365, Excel, Word, Outlook)
- Forklift and WHMIS certified would be considered an asset
- Ensure compliance to GMPs, Food Safety, and Quality Assurance guidelines at all time
- Knowledge and understanding of best Warehouse safety practices
- Superior communications skills and the ability to deal with a variety of front line challenges in a proactive manner
- Attention to detail, accuracy, and confidentiality
- Ability to work in a fast-paced environment
- Ability to lift a minimum of 40 pounds

OTHER INFORMATION:

- Must be available to work the day shift 7:00 am – 3:30 pm Monday thru Friday Full-Time
- This position requires successful completion of a clear background check prior to start date

To apply to this opportunity with Naturally Homegrown Foods Ltd., please e-mail your resume and cover letter to careers@hardbitechips.com, referencing “**Log Coor 2018 11**” in the subject line.

Application Closing: 5:00 p.m., Monday, August 27th, 2018