



## Shipper / Receiver – 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 **Shipper / Receiver – Day Shift** based out of our operations facility in Surrey, BC.

### PRIMARY RESPONSIBILITIES:

- Receive ingredients and packaging materials according to Company standards and procedures
- Receive and document ingredients and packaging according to purchase orders
- Understand raw material and packaging specifications
- Be vigilant and report damaged materials or delivery shortages
- Pick orders accurately and effectively on a timely basis
- Practice “first in first out” stock rotation
- Ensure finished products are shipped according to Company standards and procedures
- Responsible for loading trucks
- Timely and accurate completion of all paper work
- Maintain pallet control systems to Company standard
- Ensure warehouse cleanliness is always maintained
- Perform other duties and/or tasks as directed by superiors

### REQUIRED SKILLS AND EXPERIENCE:

- Minimum 2+ years experience in a shipping/receiving position
- 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
- Knowledge of Occupational Health and Safety legislation would be considered an asset
- Superior communications skills and the ability to deal with a variety of front line challenges in a proactive manner
- Demonstrated problem solving and leadership skills
- Adept with Microsoft Office and data entry
- Attention to detail, accuracy, and confidentiality
- Ability to work in a fast-paced environment while handling multiple projects
- Ability to lift a minimum of 40 pounds

### OTHER INFORMATION:

- Must be available to work the day shift 8:30 am – 5:00 pm Monday thru Friday
- This position requires successful completion of a clear background check
- Our operations facility is a **15-minute** walk to closest bus stop

Naturally Homegrown Foods offers a competitive compensation package including a benefits package after a three-month probationary period.

To apply to this opportunity with Naturally Homegrown Foods Ltd., please e-mail your resume and cover letter including salary expectations to [careers@hardbitechips.com](mailto:careers@hardbitechips.com), referencing “**Ship/Rec 2018 12**” in the subject line.

We thank you in advance for your interest. Only selected applicants will be contacted. No phone calls please.

**Application Closing:** 5:00 p.m., Thursday, August 23, 2018

**Position Type:** Permanent, Full-Time