



OKSIR is Hiring!

Shipping Coordinator/Facility Assistant

Full-time, Year Round

Osoyoos, BC

Resumes Due Immediately

About Us:

We are an environmentally-friendly control Program for one of the biggest pests of apple and pear trees—the codling moth. Since the Program started more than 20 years ago, the amount of pesticides used in the valley against codling moth has dropped by 96%. Our Program breeds and sterilizes codling moths at our state-of-the-art facility in Osoyoos, and we release them into orchards where they mate with wild moths to prevent the population from reproducing. Our Program also provides trapping and monitoring, education, and enforcement services for the growers.

We require many seasonal employees to help us deliver our services each summer. Our Program offers a chance to make a difference for our farmers and our environment. Our seasonal positions at our facility start immediately and run through the end of August.

About You:

You are physically fit, and like to work with your hands. You have an eye for detail, follow instructions to the letter, and you keep your work area very clean. You have experience in an office setting and you are not intimidated by having to fill out forms. You don't mind picking up the phone to work with customers or suppliers, but you also like to get your hands dirty. You prefer a day with a variety of different tasks ahead of you, and you aren't shy about finding out what needs to be done.

Our Current Position:

Shipping Coordinator

Working in our state-of-the-art facility in Osoyoos, you will be responsible for all sales and shipments that leave the facility. When there are no shipments, you will help the Facility Manager with administration, and assist in the quality control, rearing, or maintenance departments as required.

This is a full-time, year-round position with full benefits and an RRSP-matching plan.

If this sounds like a good fit for you, please submit your **cover letter** and **resume**, with SHIPPING COORDINATOR, in the subject line, to: sarthur@oksir.org.

For more information on these positions or our program, please check our website: www.oksir.org, or call 1-800-363-6684.



Shipping Coordinator/Facility Assistant

Title	Shipping Coordinator/Facility Assistant
Reports To	Facility Manager
Department	Facility
Position Number	
Position Status	Full-Time
Eligible for Benefits	Yes
Overtime Exemption Status	Non-Exempt
Hours per Week	40 hours 7am to 3pm (with seasonal variability)
Location	Rearing Facility – Osoyoos, BC
Salary Range	Commensurate with Experience
Direct Reports	None
Internal Relationships	Works closely with the following internal stakeholders: <ul style="list-style-type: none">• Rearing Supervisors• Quality Control Technician• Head Office Administration
External Relationships	Research collaborators, clients
Travel Required	No



Position Overview

The position will report to the Facility Manager, and will be responsible for the coordination, packaging, and shipping of all products leaving the facility. In addition to the responsibilities of sales and shipments, the position will assist when required with administration, quality control, rearing, and maintenance.

Responsibilities/Accountabilities

Responsibilities:

1. Coordinate all facets of shipments for sales of facility products.
2. Assist with administrative tasks as required: collect invoices and packing slips, coordinate hiring and payroll paperwork with head office, collect and sort mail, and other administrative tasks as necessary.
3. Assist with quality control as required: conduct air quality and facility sanitation tests, measure insect health and fitness, collect and record data on parameters as outlined in the quality control manual.
4. Assist with moth rearing activities and facility maintenance as required.
5. Conduct other duties as assigned.

Job-Related Technical Skills /Education/Training/Experience

	Skills
1	Completion of secondary school (laboratory or office experience an asset)
2	Comprehensive MS Office (Word, Excel, Outlook)
3	Experience in an office environment and ability to multi-task
4	Excellent verbal and written communication skills
5	Ability to work well with the public
6	Valid BC Driver's License