



# OKSIR is Hiring!

**Facility Assistant/Shipping Coordinator**

**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 a lab setting and are not intimidated by insects. You also have experience in an office setting and enjoy solving logistic problems. You prefer a day with a variety of different tasks ahead of you, and aren't shy about finding out what needs to be done.

## **Our Current Position:**

### **Facility Assistant/Shipping Coordinator**

Working in our state-of-the-art facility in Osoyoos, you will assist in the Quality Control department with daily, monthly, and annual tasks. When required, you may also lend assistance to the Rearing department in daily tasks. When sales arise, you will be responsible for the coordination of shipments leaving the facility.

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 FACILITY ASSISTANT, in the subject line, to: [sirinfo@oksir.org](mailto:sirinfo@oksir.org).

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



## Facility Assistant/Shipping Coordinator

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



## Position Overview

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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

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### 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

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	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 Licence