



## Inventory Coordinator

**Location:** Mission, BC

**Reports to:** Sales Manager

### About Us

Sidhu & Sons Nursery Ltd. was founded in 1975 as a hobby farm in Mission, BC and has since grown to become a nationwide leader in the wholesale nursery industry. As a diverse and continually growing company, we strive to hire individuals who are flexible, driven, and forward-thinking.

### About the Role

We are looking for a motivated Inventory Coordinator to join our team. The Inventory Coordinator is responsible for reviewing crops for readiness and communicating with the sales department, site supervisors, and shipping for allocations.

This is an **in-person** role based out of our **Mission, BC** office. Some minor travel is required for this role, to go between sites to review inventory.

### Duties & Responsibilities

- Review orders for shipment 3 – 4 weeks in advance
- Coordinate material from different locations to ensure supply for customers
- Allocate Sales orders as they get entered, grade and prorate entry allocations
- Review Phytos after Sales has entered and act as back-up for writing phyto-certificates
- Assign priorities to the new transplants at the end of the month for future sales/shifts
- Review crops in order to help determine salability/expiration
- Update inventory daily with new transplants, movements, dead plants, etc.
- Enter/adjustment of orders as needed
- Support Sales Department with any concerns with orders
- Maintain the integrity of the availability of products by ensuring inventory is accurate
- Communicate with Growers and Site Supervisors for sold crops and maintenance timing a few weeks before shipment
- Update Transfers/Dump sheets as needed
- Run reports as needed
- Follow all safe job procedures
- Other duties as assigned

### Top Candidate Qualifications

- 2+ years of experience in nursery inventory control or related training in a nursery
- Familiar with plant products, education in horticulture an asset
- Working knowledge of crop cycles



**Sidhu & Sons Nursery Ltd**

- Ability to understand grades and standards for product
- Good computer skills and ability to learn new programs
- Ability to read and write in English.
- Ability to work well in small groups
- Ability to work independently
- Ability to work well and interact with other departments
- Attention to detail and work with a high degree of accuracy

### **Working Conditions & Physical Environment**

- Working indoors and outdoors in all environments (hot, cold, wind, rain)
- Some walking, bending, and lifting to physically verify plant quality
- Ability to lift up to 50lbs
- Time spent outdoors doing site visits and product checks
- Some travel required

### **Compensation and Benefits:**

- \$22 - \$26/hr CAD (wage dependent on candidate experience level)
- Extended health and dental benefits
- RRSP matching program

*Sidhu and Sons Nursery Ltd. is an equal opportunity employer and is committed to diversity and inclusion. All hiring decisions are based solely on business needs, job requirements, and candidate qualifications.*