



## **Sales and Shipping Assistant**

John Slaman Greenhouses Ltd.  
212 Maple Ave South, Burford ON

### **About John Slaman Greenhouses Ltd:**

Quality is the best way to describe the fresh cut flowers grown at John Slaman Greenhouse Ltd operating as Slaman's Quality Flowers. With over 200,000 sqft of climate-controlled greenhouses, Slaman's provides locally grown cut chrysanthemums and lisianthus. Slaman's Quality Flowers sells directly to wholesale and auction channels throughout Ontario, Quebec and the North-Eastern United States. Every bunch is sleeved with the logo *Slaman's Quality Flowers* so customers can request these locally grown fresh cut flowers. The Slaman's team utilizes modern growing techniques, agri-technology for climate-controlled greenhouses to improve production, and environmentally sustainable practices to reduce our carbon footprint while providing customers with quality flowers for every occasion.

### **How you will contribute as part of the Slaman's team:**

Under the direction of the Sales Manager, the Sales Team has day-to-day responsibility for supporting customers and fulfilling sales orders accurately and in a timely manner. The Sales and Shipping Assistant will fulfill sales orders, support the delivery drivers and route coordination, manage product inventory availability and reporting, and other tasks as directed.

### **Major Responsibilities:**

- Tasks as assigned
- Completing / pulling customer orders with accuracy and efficiency
- Packing box orders and loading boxes of carts and/or skids
- Follow standardized shipping procedures
- Receive incoming product, confirming accuracy and quality of received goods
- Communicate well with other team members and supervisors
- Lifting and dynamic movements with items (pails with water; flower boxes; sleeve boxes etc.) up to 35lbs
- Maintaining the cooler and sales areas in a tidy and organized manner

### **What will you need to succeed:**

Education (degree/diploma/certifications)

- No requirements but prior training or education is always an asset.
- Forklift license or willingness to obtain a license

Experience

- Entry-level – no prior experience required

Knowledge/Skill/Ability

- Organizational skills, attention to detail, and time management.
- Written and oral communication skills.
- Ability to build and maintain strong working relationships with customers and team members.

- Strong sense of accountability and ownership to meet deliverables and deadlines – working independently or as a team.
- Must be proficient in email and Microsoft Office software.
- Ability to multi task and be willing to adapt to priorities and tasks changing on short notice.

**Position Details:**

**Employment type:** Temporary

**Duration of employment:** Seasonal March – June

**Hours of work:** Approximately 40 hrs/week

**Schedule:** Monday to Friday with requirement to work weekends or extra hours during peak shipping times if scheduled.

**Work Conditions:** Cold environment – ready to ship product is stored and packed in a cooler with temperatures ranging from 2-6 degrees Celsius; Warm environment – Warehouse and Production Greenhouse may range in temperature throughout the seasons 15-35+ degrees Celsius.

**Work location:** 212 Maple Ave South, Burford ON

**Industry:** Agriculture

**Salary Range:** \$20 to \$23 per hour; prior experience and skill set considered when setting salary

**Supervisor:** Sales Manager

More information about John Slaman Greenhouses Ltd can be found at [www.slamans.ca](http://www.slamans.ca).

To apply for job posting, please email your resume and a brief cover letter of no more than 1 page in length to: [HR@slamans.ca](mailto:HR@slamans.ca)

John Slaman Greenhouses Ltd welcomes and encourages applications from people with disabilities diverse backgrounds, and experience. Accommodations are available on request for applicants taking part in all aspects of the selection process. Accessible formats for information or accommodations in the hiring process are available by calling 226-986-8906.

While we thank all applicants for their interest, only those under consideration will be contacted for interviews. Should you have any questions please contact [HR@slamans.ca](mailto:HR@slamans.ca)