



Position Posting: Logistics and Purchasing Administrator

Located in Abbotsford, 50 km east of Vancouver, Canada in British Columbia's beautiful Central Fraser Valley, Van Belle Nursery is an internationally recognized wholesale supplier of ornamental plants.

Van Belle Nursery practices open book management, sharing the financials and giving employees a stake in the outcome through a profit sharing program. We're committed to the strong culture that has been cultivated through five Core Values: Best Effort, Always Positive, Respect People, Find A Better Way, and Do It Now. Every employee is responsible for protecting and contributing to our culture by living these Values.

Because of our ongoing growth and commitment to continuous improvement, we are looking for someone to join our team in the full-time, permanent position of **Logistics and Purchasing Administrator**.

Role Mission:

1. Build a reliable and cost competitive network of Freight Carriers capable of delivering our product on time to all customers;
2. Reduce shipping and freight costs;
3. Establish a repeatable system for shipping rack returns;
4. Bring all Retail Ready purchasing under one lead person;
5. Contribute as a committed member of the Van Belle Retail Ready team.

Education & Qualifications:

- 4 year post-secondary degree preferred;
- Sales and customer service experience preferred;
- Skilled communicator - spoken and written;
- Problem solver with ability to analyze;
- Self-starter with sense of urgency;
- People-person;
- Organized;
- Aligned with VBN Core Values.

Salary:

- Competitive salary based on qualifications and experience;
- Group Benefits including: Life Insurance, AD&D, Extended Health and Dental;
- Potential for company profit share earnings;

- Additional benefits with 3+ years of employment.

Job location:

- 34819 Harris Road, Abbotsford, BC V3G 1R7

How to Apply:

If you would like to pursue joining our team at Van Belle Nursery, please submit your resume and cover letter, including your salary expectations to our Human Resources Administrator.

Applications may be submitted as follows:

1. Email to: hr@vanbelle.com
2. Fax to: 604-853-6282
3. In person to Van Belle Nursery head office: 34825 Hallert Road, Abbotsford, BC V3G 1R3

Learn more about our company at www.vanbelle.com

We thank you for your interest. Only applicants selected for an interview will be contacted.