



Position Posting: Print Shop / Tag Room Assistant (Seasonal)

Van Belle Nursery, a leading grower of ornamental plants, is looking for a positive, get-it-done individual to join our Young Plants Division. This is a seasonal position from March 11 until approximately June 15.

Job Requirements:

- Prepare plant tag orders and keep tag inventory organized and tidy at all times;
- Communicate with Retail Ready Division Print Shop for any custom tag orders required;
- Learn and master in house computer software for tag inventory;
- Maintain shipping material inventory;
- Maintain a clean work environment;
- Other tasks as required to support the Young Plants and Retail Ready teams.

Education & Qualifications:

- High school diploma or equivalent;
- Attention to detail and respect for accuracy are essential;
- Strong grasp of spoken English. Ability to read and write English;
- Comfortable with smart phones;
- Excellent math and counting skills.

Work Conditions:

- Agree to follow and demonstrate the company's core values;
- This is a time-sensitive, deadline-driven environment, which may be particularly stressful in May;
- Comfortable safety footwear required;
- Van Belle Nursery is a smoke-free workplace.

Physical Demands:

- Repetitive bending and twisting.
- Standing for long periods of time.
- Required to lift up to 50 lbs.

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.