



VAN BELLE

WHOLESALE NURSERY & PROPAGATION

Facilities Manager Assistant

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 share 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 the right person to join our team in the full-time, permanent position of Facilities Manager Assistant.

Job Requirements

- Work under the direction of the Facilities Manager;
- Duties include:
 - Parts purchasing -purchase orders, purchases and subsequent administration;
 - Serve Facilities team members by getting materials on time;
 - Maintaining an organized parts department;
 - Assists with administration needs (filing & closing PO's, handling invoices etc);
 - Attend daily facilities team huddle;
 - Assist with financial forecasting;
 - Assist facilities team members as needed.

Qualifications

- Must be organized, detail-oriented and service-oriented;
- Must be able to handle many different responsibilities simultaneously;
- Must be willing to learn new skills- we continually do different projects;
- You will work closely with the Facilities Manager- good communication is critical;
- Service support for the various trades on staff means learning many different areas;
- Job responsibilities can increase as work performance is demonstrated;
- Must have a can-do attitude and approach to all inquiries with the ability in problem solving.

Work Conditions

- Be prepared to put in extra hours that are required;
- Employee provides own rain gear, work gloves and safety footwear (*per OHS 8.2*);
- Van Belle Nursery is a smoke free workplace.



We offer

- a positive and dynamic work environment as part of a team;
- a company profit share program;
- additional benefits available after 3 years + continuous employment.

Job location: 4262 Wright St., Abbotsford BC

How to Apply:

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

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