



## **Distribution Supervisor**

Driven by a love of plants, Pure Sunfarms is one of Canada's largest, single-site, licensed producers of high-quality, greenhouse-grown cannabis based in BC's Fraser Valley (Delta). We are proud to bring together individuals from a wide breadth of industries, backgrounds, and experiences, and promote a culture of belonging where everyone can truly be themselves – in every form of expression that is natural to them. This is our priority and guiding light at Pure Sunfarms, driving our uncompromising approach to quality and success within the Canadian recreational cannabis market. We believe our differences are our strengths, letting us look at cannabis in a whole new light.

### **ESSENTIAL FUNCTIONS**

- Organize and lead inventory counts.
- Verify and recommend inventory adjustments as required.
- Unloading of inbound shipments, performing incoming inspections, and adequately storing all incoming materials.
- Staging, reviewing, and facilitating outgoing shipments.
- Organize, replenish, and control warehouse and inventory storage spaces.
- Ensure the accuracy of inventory and shipments.
- Move stock/items to appropriate locations and ensure that they are properly stored
- Maintain a clean and organized warehouse and storage locations
- Coordinate and Integrate efforts across operational departments to enhance inventory accuracy.
- Foster a culture of compliance by operating within guidelines and procedures, leading by example, and focusing on risk assessment and elimination.
- Assure that all company safety protocols are followed.

### **OTHER DUTIES**

We work in a fast-paced environment, rolling up our sleeves to build something bigger than ourselves. Other duties may arise from time-to-time/most of the time, and as a team, we look to support each other.

### **YOUR BRAND, YOUR STORY**

We already know you love working with inventory, but we want to know more about your strengths. You're good at the following:

- We already know you love working with inventory, but we want to know more about your strengths. You're good at the following:
- Organizing and prioritizing your work to meet deadlines, and can adapt to unexpected priorities

- Capable of effectively performing duties in a busy and often distracting work environment.
- You have some shipping and receiving experience
- Experience with Microsoft Excel, Word and Outlook and Adobe
- Ability to multi-task and prioritize
- Attention to detail and excellent communication, both verbal and written skills
- Have working knowledge of ERP systems
- Forklift license is required, can be trained
- First Aid training is an asset
- Must have the ability to obtain RCMP Criminal Record Check and maintain security clearance.

At Pure Sunfarms, we are growing our team with the same care we devote to growing our plants. We are proud of the diverse and inclusive culture that we've built and are excited to learn more about your experiences and how you can contribute to Pure Sunfarms and the cannabis industry.

**Please send your resume directly to [careers@puresunfarms.com](mailto:careers@puresunfarms.com)**