



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

- The face and first point of contact for our visitors
- Organize tours and visitors for the executives
 - Send e-invites
 - Communicate with onsite nurse – temperature screening
 - Serves visitors by greeting, welcoming, and directing them appropriately areas
 - Provide access badges upon arrival
- Keeping inventory and submitting PO requests for office supplies weekly
- Receiving and sorting mail
- Access badge tracking and inventory
- Security- Gate Operation (opening the gates for authorized personnel)
- Maintain security, answering screen and forwarding calls
 - Send consumers to customer service line
- Organize lunches etc. for meetings
- Update boardroom calendars and schedule meetings
- Maintain inventory of kitchen office supplies
- Place maintenance requests
- Support Greenhouse Cultivation, Operations, and our Quality team as needed

OTHER DUTIES

We work in a fast pace 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 people, but we want to know more about your strengths. You're good at the following:

- Minimum of two to three years administrative or customer service experience with a high degree of customer care

- Solid written and verbal communication skills
- Hands-on experience with office equipment (e.g. printers/toners)
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Customer service attitude
- Office Management certification is a plus
- Proficient in Microsoft Office Suite
- Must have the ability to maintain and pass an RCMP criminal record check, and obtain security clearance.

At Pure Sunfarms, we are growing our team with the same care we devote to growing our plants. We're 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