

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

- Record and update different documentation procedures for trials and/or testing.
- Pull up reports with labour productivity hours and activity data for FP&A team.
- Work with the Cultivation Supervisors on materials needed for our different Flower Rooms and Nursery area.
- Create and follow up order requests for Cultivation.
- Search for new items that we require, contact vendors, email quote requests, and set up PO's if required.
- Support Cultivation Team with different projects with third parties.
- Research and collect data from a variety of sources in order the team identifies trends and gaps that impact our plants growth, harvest processes and timelines.
- Aid with any requests from other departments that need Cultivation status information.
- Create work orders for the Greenhouse through our Maintenance Management Software when needed.
- Managing PIC Applications through the Health Canada Portal.
- Be part of the Health & Safety Committee, attend meetings and inform of any new updates/concerns with safety with our different Flower Rooms or Nursery area.
- Provide support to Growers and Cultivation Supervisors with what can comes up daily basis.

### 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 are passionate about supporting your team and you love plants, but we want to know more about your strengths. You're good at the following:

- Minimum three (3) years' experience in coordinator role.
- Proficient with Microsoft Office applications.
- Hands-on experience with office equipment (e.g. printers/toners)
- Able to support decisions in a fast-paced environment.
- Team player at heart, working well with other is crucial.
- Excellent oral, written, interpersonal and communication skills.
- Excellent attention to detail.
- Must have the ability to obtain and pass a 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'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](mailto:careers@puresunfarms.com)