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## Shipper/Receiver - Packaging

**Vanco Farms Ltd.** specializes in growing specialty potatoes, organic potatoes, premium cut tulips, and tulip bulbs. The farm is family owned and operated, and we proudly grow our products in the signature red soil of Prince Edward Island. We are currently looking for a Packing Line Operator here in our Mount Albion plant to work in our Potato processing facility.

### Position Summary

The Shipper/Receiver – Packaging has the ability to work well with others in a fast-paced environment. Their focus is to ensure accurate inventory of packaging items utilized in the processing facility. This individual will coordinate the shipping and receiving of packaging materials, including the loading/unloading of trucks and maintaining accurate records. This position works closely with the Logistics coordinator and Plant Foreman.

### Position Responsibilities

- Load/Unload packaging and related products from delivery trucks
- Organizes packaging in storage facility
- Maintains accurate records of packaging quantities
- Delivers packaging to the packing floor
- Works closely with Plant Foreman and Logistics coordinator to ensure appropriate stocking levels of packaging
- Participate in packaging inventory counts and resolving inventory discrepancies
- Backup/support for other shipping/receiver positions
- Reports all major issues to Plant Manager and/or Shop Manager
- Other duties as assigned

### Skills and Abilities

- Ability to lift objects up to 50 lbs
- Use of forklift (certification necessary), direct experience in shipping/receiving would be an asset
- Focus on safety
- Organizational skills with attention to details and accuracy
- Effective communication skills

Wage rate is \$15.00 to \$17.00 per hour, based on a 47.5 hour work week. Hours of work may vary, dependent on customer orders, flexibility to work days and hours as well as evenings and Saturdays would be required.

***Interested applicants can forward their resumes to the attention of Jonathan Mosher, Human Resources Manager – [jonathan@vancofarms.com](mailto:jonathan@vancofarms.com) or drop them off in person to 9311 Trans Canada Highway, Mount Albion, PE***