



1495 Baikie Road, Campbell River, BC V9W0C2

Email: admin@gatheringplacetrading.com

Production Assistant- Packaging Organic Food

Gathering Place Trading is looking for someone to become part of our high energy team. We are a Campbell River based family business, founded on Cortes Island in 2003. We source and package organic and natural foods from Canada, and around the globe and provide a supportive and fun work environment. We embrace equal opportunity and welcome diverse applicants.

Key Responsibilities:

1. Packaging and Labeling:

- Accurately and efficiently label and package products according to specifications and production schedules.
- Utilize computer systems for inventory management and product tracking.

2. Quality Control and Attention to Detail:

- Complete tasks with careful attention to detail to ensure high-quality products.
- Maintain cleanliness of packing area to prevent contamination and ensure a safe working environment.

3. Physical Demands:

- Lift up to 25 kg boxes as required.
- Perform repetitive motions and movements as part of the packaging process.

4. Teamwork and Communication:

- Collaborate with colleagues to achieve production goals and objectives.
- Communicate effectively with colleagues and management to ensure smooth operations and resolve any issues that may arise.
- Take direction from management and senior team members, particularly the Production Manager, to ensure alignment with production priorities and goals.

Requirements:

- Ability to work in a fast-paced production environment.
- Strong attention to detail and quality control.
- Have a positive attitude and is a good communicator
- Hard working, reliable and can work independently
- Ability to lift up to 25 kg boxes and perform repetitive motions.
- Ability to take direction and feedback from management and senior team members.

Additional Bonus Requirements:

- Eligible for Wage Subsidy Program (currently unemployed or under employed)



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- An interest in and knowledge of the organic and natural food industry
- Food Safe certificate
- HACCP food safety protocol familiarity

Benefits:

- Extended medical benefits after three months (50% of premium paid by employee)
- Vacation accrual
- Flexible hours
- Employee discount
- Daily bonus for car pooling, waling or bike riding to work

Days: Monday to Thursday- 8:30 am to 5:00 pm

Hours per week: 32

Starting wage per hour: \$20

Expected start date: ASAP

Please apply with Cover Letter and Resume to: admin@gatheringplacetrading.com