



ASSISTANT OPERATIONS MANAGER

Job Type: Full Time Permanent

Start Date: As soon as possible

Hours of Work: 8am - 4:30pm (During the busy season, weekend work will be required)

Salary/Wages: \$18 - \$22/hr. (Starting pay will be commensurate with experience)

About us: *T&T Seeds* has a long history of supplying mail-order seeds and perishable plant stock across the Canadian provinces, from B.C. to P.E.I. Founded in 1947, we are known for our commitment to providing Canadians with high-quality, non-GMO seeds and unmatched customer care. *T&T Seeds* takes pride in its employees and offers skills training and development opportunities.

The position: Reporting to the Operations Manager, we are looking for an Assistant Operations Manager to assist with a team of up to 20 Warehouse Associates. In this interactive role, you will help support the operations department to ensure the proper storage, flow and organization of goods while supervising and supporting production.

Responsibilities include:

- Supervising and participating in production of all manufactured products:
 - printing of seed envelopes
 - seed packing & sealing
 - perishable products packaging
 - sundries packaging
- Managing and counting inventory

Requirements:

- Strong coaching skills, with the ability to coach, teach and train the warehouse staff
- Strong attention to detail and organization
- Bobcat experience is an asset but not required
- Must be able to work on your feet for long periods of time
- Must be able to lift at least 50lbs

Interested candidates: Apply on our company's website with your **Cover Letter and Resume** at

<https://ttseeds.com/we-are-hiring>

Note: T&T Seeds is located at 7724 Roblin Blvd, Headingley. Successful applicants must have access to reliable transportation as it is not accessible by city transit.