

We are seeking a motivated individual to join our team in a temporary **Inventory/Shipper Support** role in Salmon Arm, BC. This position is expected to transition into another role within the company, providing an opportunity for long-term employment and career growth.

**Dinoflex** is a fast-growing company with dynamic goals which provides our employees with a challenging and rewarding workplace experience guided by our core values. **Passionately doing what is uniquely different is who we are**. We are currently looking for a **Inventory/Shipper Support** team player to join our team!

At **Dinoflex**, we embrace a set of core values. These values form the foundation from which we carry out work tasks, make decisions and conduct ourselves on a daily basis. **Safety Above All** tops our list of core values, followed by **Customer Intimacy, Employee Care, Business Innovation** and **Extreme Ownership**. The successful candidate will need to identify with these core values to be a positive member of the team.

Your job will be entirely at our headquarters in Salmon Arm, BC. We start you at **\$22.00** per hour on a full-time basis.

You get two weeks of vacation each year and can be taken on an earned basis. Any vacation requests must first be approved by the **Logistics Manager**.

If you do successfully complete the 90-day probation period, we welcome you to participate in the Extended Health Benefit Plan. This plan is 100% funded by Dinoflex so there is no cost to you.

You are entitled to five paid sick days per calendar year as per provincial regulations.

Your mission as the Inventory/Shipper Support involves managing the flow of goods into and out of the facility. Ensuring accurate inventory records and coordinating the efficient movement of materials.

You will be assessed on these objectives:

- Practicing safe work habits laid out by Dinoflex's core values
- Responsible for pulling from stock orders
- Maintaining accurate inventory records, using inventory management software or systems
- Conducting cycle counts and reporting any discrepancies to the Inventory Coordinator



“We believe when we help our customers succeed, we succeed.”

- Receiving incoming shipments, verifying items against purchase orders to verify accuracy, and staging for warehousing teams
  - Noting damage or shortages on POD's
- Maintain a clean and organized workspace
- Communicating effectively with team members, other departments to resolve issues. Share information to maintain smooth operations.
- Following established procedures for inventory management, shipping, and safety. Ensuring compliance with company policies and procedures
- Crosstrain with other logistics tasks as assigned by your Inventory Coordinator

To be successful you will need to be competent in the following skills:

- Forklift Operation.
- Warehouse Experience.
- Be coachable.
- Follow-through.
- Correctly follow directions.
- Be reliable and dependable.
- Work with minimal supervision.
- Have a capacity for multi-tasking.
- Accurately pay attention to detail.
- Able to be an effective team-player.
- Can drive a forklift (or able to learn).
- Be genuinely curious about your work.
- Operate with a Safety Above All attitude.
- Have excellent verbal and written communication skills.
- Be passionate about doing something that is uniquely different.

We look forward to receiving a resume from you! Please send your cover letter and resume to [HR@Dinoflex.com](mailto:HR@Dinoflex.com). The successful candidate will be contacted for an in-person interview and upon a successful interview can start working with us soon.



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