

Job Description – Shipping, Receiving, and Office Clerk

(70930)

August 2019

About G2V Optics

G2V is a fast-growing Edmonton-based technology & digital horticulture company. We have unique, world-leading technology with strong revenue growth in the past 12 months. Our mission is to develop and commercialize fully autonomous will enable food production for a growing population while significantly reducing fresh water and land use through automated, integrated, intelligent growing technology.

We are an agile team that functions on a startup-style culture based on quick learning, honesty, personal development, and flexibility.

Summary

The *Shipping, Receiving and Office Clerk* reports directly to the Office Manager and is primarily responsible for shipping, receiving, ordering, inventory management, reception duties, and other facilities-related tasks critical to the smooth operation of a busy entrepreneurial technology company.

The ideal candidate will have a proven background managing the full procurement cycle (ordering, receiving, inventory, shipping) as well as some experience with facilities management and the reception function.

Our new team member will have an opportunity to be a ground-level employee of a growing company. Compensation will be based on relevant experience and committed team members will also have the opportunity to participate in a stock option program.

Primary Responsibilities

- Place orders as requested by other team members
- Receive incoming shipments, unpack, and place goods into inventory
- Coordinate outgoing shipments of parts and finished products
- Perform Facilities Management functions including (but not limited to) replenishment of common supplies, ensuring general tidiness of meeting rooms and boardrooms, and coordinating cleaning contractor(s)
- Answer, screen, and redirect incoming calls, taking orders directly from customers as required
- Act as point person for office tasks including facility provisioning/maintenance/safety and document scanning/filing
- Direct visitors as required
- Act as a leader for continuous improvement and process development/system development within the role's specific area

Target Skills & Qualifications

The successful candidate will have:

- Several years hands-on experience in the procurement cycle from order to inventory
- Previous experience coordinating shipping
- Previous experience in order taking and general reception
- High levels of proficiency with office productivity software (Word/Excel/PowerPoint/OneNote)
- Rigorous attention to detail
- A proven passion for excellence in customer service
- An entrepreneur's "what can we do to make this happen?" attitude



G2V Optics Inc.
www.g2voptics.com
+1 877 428 0428 (G2V oG2V)
6801 104 ST NW Edmonton AB T6H 2L5

Interest and awareness around sustainability and food production is a crucial part of our culture.

To Apply:

Please send a covering letter and current resume as a single document to jobs@g2voptics.com, with a subject line referencing the job title "Shipping, Receiving, and Office Clerk".

G2V Optics Inc. thanks all candidates for their interest and regrets that due to application volumes only those individuals selected for interview will be contacted.