



Order Fulfillment Associate

BOLD Growth is a small craft-cannabis company providing consistent and high-quality products in the extremely competitive cannabis industry. Our success can be attributed to the collaboration of each of BOLD's hardworking and dedicated team members. At BOLD, we pride ourselves on producing best-in-class craft cannabis products that outperform our competitors.

If you join our team, you will be joining a small group of highly passionate and motivated people who value your role, progressive ideas, and will advocate for your professional development. We focus on continuous improvement, efficiency and building a positive work environment.

If you are enthusiastic, willing to learn, have the openness to adapt, and want to be an integral part of one of the most exciting and desirable companies in the cannabis industry, we'd love to have you.

The **Order Fulfillment Associate** reports directly to the Order Fulfillment Coordinator and is responsible for performing tasks involving management or movement of inventory between work areas, storage & shipping. The Order Fulfillment Associate is responsible for the transferring of product, and order processing & fulfillment according to our established procedures and protocols.

Duties and Responsibilities

- Coordinate and verify records on incoming and outgoing orders
- Preparing orders for shipment
- Assist in packaging final product to be shipped
- Assist Shipping and Receiving department when required.
- Manage movement of inventory between work areas and storage
- Complete all required documentation using good documentation practices
- Maintain records in ERP system
- Follow standardize practices for transferring products, order processing and fulfillment and shipping/receiving of controlled material
- Adhere to BOLD standard operating procedures
- Contribute ideas on ways to improve or optimize inventory process
- Keep work areas clean and organized
- Attend and participate in meetings as required
- Perform other related duties as assigned

Minimum Requirements

- 1-3 years' experience in a similar role or manufacturing experience
- Experience with ERP system.
- Ability to organize/prioritize workload.
- Attention to detail and accuracy.
- Strong organizational skills.
- Strong computer skills, specifically in excel.
- Grade 12 or equivalent
- Proficient in Microsoft Office
- Exhibit initiative, responsibility, and flexibility
- First Aid skills and/or certificates are considered assets



Bold Growth Inc. offers an incredible work environment and career advancement opportunities. Applicants MUST be 19 Years or older to apply.

NO calls or drop-ins will be accepted. Submit your resume via email – careers@boldgrowth.ca we thank all applicants; however only qualified candidates will be contacted for an interview. Successful candidates may be required to pass a background/police check.