

Job Advertisement

Seedling Cold Storage & Inventory Coordinator

Industrial Forestry Service Ltd. (IFS) Ness Lake Forest Nursery located 25 km northwest of Prince George BC, is seeking a full-time **Seedling Cold Storage & Inventory Coordinator** to undertake specialized handling, storage, tracking of forest seedlings within a controlled cold storage environment. This role ensures the viability and quality of approximately 25 million biologically active seedlings through precise environmental control, inventory management, and strategic logistics planning across multiple cold storage facilities. As cold storage operations are seasonal, occurring between October-to-December and April-to-June, the Cold Storage Assistant will also undertake other nursery duties as directed by management. This full-time position is based on a 40-hour work week Monday to Friday but requires after-hours and weekend work to manage peak periods and emergency situations.

Cold Storage & Environmental Management

- Monitor and maintain optimal environmental conditions (temperature, humidity) within cold storage facilities to preserve seedling dormancy and seedling viability
- Perform controlled thawing procedures for biologically active seedlings in accordance with operational schedules
- Regularly inspect seedling box conditions and take corrective actions as required
- Document and maintain accurate environmental logs and condition reports
- Supervise shipping crews of up to 4 staff members and lead by example

Inventory Management & Tracking

- Manage and track approximately 85,000 boxes across six cold storage warehouse rooms
- Utilize and maintain an in-house inventory mapping and tracking computer program system to record storage locations and movement of seedling inventory
- Ensure accurate, real-time inventory data to support operational planning and order fulfillment

Storage Planning & Logistics Coordination

- Strategically organize and load seedling boxes within storage racks based on shipping schedules (first-in/last-out planning)
- Optimize storage layout to support efficient retrieval and minimize handling risks
- Coordinate preparation and controlled thawing of seedlings for shipment

Shipping & Handling Operations

- Loading and unloading seedling boxes from trucks and placing them on pallets
- Loading and unloading box pallets into/from cold storage racks
- Ensure proper handling procedures are followed to prevent damage to live biological products
- Support coordination of incoming and outgoing logistics

Operational Support & Continuous Improvement

- Identify and implement improvements to storage, tracking, and handling processes
- Collaborate with management and technical staff on system usage and operational efficiency

- Support training and guidance of other staff as required

Other duties:

- Assist with seedling sowing operations
- Support and assist the regular greenhouse crew by operating mobile equipment such as forklift and boom-lift
- Operation of other specialized or mobile equipment (tractor, mini excavator, bobcat, loader)
- Assist with construction and maintenance projects
- Assist nursery crews applying greenhouse plastic
- Greenhouse preparation and clean-up

Working Conditions

- This position requires extensive walking and lifting of up to 20 kg with exposure to outdoor weather and temperature extremes
- Evening and weekend work required to support continuous care and shipping schedules

Qualifications & Requirements

- Must have minimum of 3-years' experience working for a commercial Forest Seedling Nursery of which, at least 2-year of cold storage operations experience
- Experience working with inventory tracking or warehouse management systems
- Must have prior work experience and proficiency operating mobile equipment
- Must have valid Class 5 driver's licence and reliable transportation to travel to and from work
- Knowledge of handling and storage of live or perishable biological materials is an asset
- Strong attention to detail and ability to manage large-scale inventory accurately
- Ability to work independently and make operational decisions in a time-sensitive environment
- Physically capable of performing material handling tasks

Compensation

- Wage: \$25.50/hour
- Eligibility for pension plan after two complete calendar years of service
- A benefits package is available to full-time employees following an initial probationary period

Interested candidates can apply by emailing cover letters and resumes to jobs@industrialforestry.ca

Serving the BC Forest Industry since 1952, IFS is a SAFE Certified Company that takes the welfare of its employees very seriously. Visit our website for more information:

<http://www.industrialforestry.ca/nursery.html>