



Title: Verification Associate

Department: Distribution

Date issued: 01.01.2025

Location: Waterdown (WSY)

We are presently looking for motivated, enthusiastic individuals to join our Distribution Team, if you have a high attention to detail, and love plants and enjoy working outdoors in the summer then this is the job for you!

Job Summary:

The verification associate is responsible for confirming that every product and order meets quality standards, is accurate, complete, and watered within the designated time allowance. This position is critical to our company's reputation and branding. Our product is a direct reflection of the hard work our staff perform, to produce high quality products and service. As a key member of our Distribution Team, the verifying associates works alongside fellow verifiers, labelers, Order Assembly Machine Operator and Verification Supervisor.

LIST OF RESPONSIBILITIES:

- Using Dashboard, or Phoenix invoice, ensure all outbound orders are verified for correct variety, quantity, quality, and destination.
- Assign bin tag for Phoenix deliveries and collaborate with Order Assembly Machine operator for proper bin allocation.
- Record Bin Number and give Phoenix invoice to IB/OB Coordinator for delivery scheduling.
- Communicate with order pullers using comments section within Dashboard to ensure order accuracy is required. Issues should be escalated to the Verification Supervisor.
- Check that all skids and orders leaving the DC are being directed to the correct location – with correct yard labels and lint colors.
- All pickup and delivery orders must be fully assembled before leaving the DC.
- Restock orders must be assessed for quality, disease and accuracy, and fully labelled with current year's pricing.

SKILLS:

- Strong attention to detail and high standards, when it comes to quality control.
- Organized. Able to prioritize and handle a complex mix of tasks.
- Remain calm and focused on key tasks and goals, while meeting deadlines.
- Team player and clear communicator, who can lead by example.
- Able to work in various weather conditions.
- Physically fit and able to bend and lift to 70 lbs.
- Plant knowledge is valued.
- Able to work varying shift lengths with the fluctuating season.



Connon Nurseries is a diverse & equal opportunity employer. Should you require any modifications during the interview process please contact our Human Resources Manager at 9056897433 extension 195.