



ARE YOU ZIPGROW MATERIAL?

WAREHOUSE COORDINATOR

At ZipGrow we believe in smarter, locally grown food sources and want to be world leaders in changing how people access their food. Our mission is to design and manufacture the most economically viable, resource-efficient, and productive hydroponic system to build a better and more sustainable future. With farms on every continent, the ZipGrow™ Towers give our farmers a powerful tool to grow and sell sustainable produce year-round in a labour friendly environment.

We are looking for a highly organized, hard working individual to join our team as **Warehouse Coordinator**. This position will be in charge of keeping our Cornwall warehouse in order; receiving and maintaining inventory, coordinating shipping and distribution, and ensuring everything is well run and organized. You will be part of a passionate and dynamic team that is developing new technology from the ground up. Some travel may be required, including domestic and international.

KEY ROLES

- Work with the ZipGrow team to manage the Cornwall warehouse
- Unload and load deliveries
- Sort and stock warehouse shelves
- Maintain inventory records
- Prepare customer orders for shipping and distribution
- Support customer builds and installations
- Follow all health and safety regulations and standards
- Other duties as assigned

SKILL REQUIREMENTS

- Past experience of demonstrated warehousing or inventory management
- Basic construction skills
- Strong communication skills
- Creative problem-solving mindset
- High attention to detail
- Basic computer skills; G-Suite, shipping calculators (UPS WorldShip an asset)
- Physical ability to spend long periods of time walking and standing and the ability to regularly lift objects up to 75lbs
- Is enthusiastic and ready to learn
- Is able to work in a fast paced and independent environment

Freedom and autonomy go hand in hand at ZipGrow. We have taken on the challenge to fundamentally shift the way we grow food because we want to make a difference. We're leaving a mark on the world and we are proud of the impact we are making.

Submit your resume and cover letter to careers@zipgrow.com with the subject line 'Warehouse Coordinator'.