



## JOB ADVERTISEMENT: SHIPPING & PROCUREMENT ASSOCIATE

Vive Crop Protection is seeking an experienced  
**Shipping & Procurement Associate**  
to fill a permanent position in our GTA facility

Vive Crop Protection is creating new possibilities in crop protection. We strive for excellence and this is reflected in our people. As our business grows we are looking to attract individuals with the same vision. Join a team of dynamic, motivated and passionate people.

### POSITION SUMMARY

- The Shipping and Procurement Associate at Vive works independently, with direction from the Vice President - Product Development, to ensure that shipments are processed smoothly and supplies are procured in a timely fashion. The position provides a high-level of autonomy to process day-to-day transactions and regular monthly or quarterly reporting as required. Major functions include shipping & receiving of chemical samples, procurement of supplies and ingredients for Vive's research laboratory and manufacturing activities, and monitoring lab and warehouse inventories.
- This is a key position in the company, as the successful candidate will work closely with all groups in the company and be the point of contact for all of our suppliers. The position requires an energetic person who is motivated to work with others to solve problems and strives for continuous improvement to existing processes.

### SPECIFIC RESPONSIBILITIES INCLUDE:

- Shipping of hazardous samples domestically and internationally;
- Acting as main customs contact for incoming and outgoing shipments
- Procuring all laboratory and office supplies, as well as all chemical ingredients and packaging materials for manufacturing
- Developing and coordinating an inventory tracking system with our US warehouses, including coordinating quarterly / end-of-year inventory reconciliation
- Scanning, uploading, and digitally organizing SDS and Certificates of Analysis for received laboratory samples and manufacturing purchases
- Assisting with inventory tracking as well as quarterly / end-of-year inventory reconciliation
- Coordinates with service providers, landlords, contractors, etc. as main point of contact for facility management
- Assisting with other administrative functions as needed

### DECISION MAKING & ACCOUNTABILITY

- Works with direction from the VP Product Development and uses judgment to ensure efficient use of technical support to meet and direct the company goals/needs
- Will be evaluated based on accuracy and proficiency of work as well as quality and impact of independent contributions





- Works with other Vive employees and suppliers to solve shipping, customs, and other related issues
- Is accountable to VP Product Development.

#### EDUCATION AND EXPERIENCE

- Previous shipping and procurement experience is required
- Must be familiar with general chemical terminology from experience in chemical industry or other science background
- Experience in international shipping of hazardous materials is a plus
- Experience as a lab manager in an industrial or academic research environment is also an asset
- Bachelor's degree or equivalent is required, in a scientific discipline is preferred

#### KNOWLEDGE, SKILLS & ABILITIES

- Detail oriented and highly organized
- Excellent verbal and written communications skills
- Thorough knowledge of domestic and international shipping procedures for hazardous and non-hazardous chemicals
- Good Excel and/or Google Sheets skills for reporting and inventory purposes
- Able to work both independently and as part of a team in a fast paced environment

#### WORKING CONDITIONS

- The majority of the work is performed in an office environment
- Work location is in Toronto downtown core until March 2018, thereafter in Mississauga

#### HOURS AND REMUNERATION

- The work day is considered an 8 hour day, with flexible start times per Vive's HR policies
- The position is a full-time permanent position

To apply, send your resume to [shippingassociate@vivecrop.com](mailto:shippingassociate@vivecrop.com)

We thank all applicants for their interest in joining our team; however, only those candidates selected for an interview will be contacted.

