

Packaging & Shipping Manager

About Us:

United Greeneries is a pioneer in the cannabis industry, becoming one of the first licensed producers under the Access to Cannabis for Medical Purposes Regulations (ACMPR). Grown in beautiful British Columbia and inspired by the spirit of the West Coast, we strive for a natural, purer product that's grown sustainably and responsibly for people and the planet. United Greeneries offers competitive salary packages, an incredible work environment, and career advancement opportunities. As a team of horticulturists, engineers and entrepreneurs, we share a passion for growing this future together.

Job Summary:

We are looking for an experienced Packaging & Shipping manager to manage daily packaging, shipping and distribution operations. This role will be the one to ensure orders are completed, shipped and delivered in a timely manner.

This role is responsible for our packaging team, manage all shipping/receiving personnel, and have numerous opportunities to network with other departments and communicate directly with customers. We offer competitive pay and a fantastic benefits package along with career development opportunities and the chance to lead a diverse group of hardworking employees. Bring your organizational skills and innovative solutions to a company that values them and get your career on the fast track to success.

Key Responsibilities:

- Oversee all packaging, shipping and receiving operations including managing department personnel, comparing shipment contents with manifests, and ensuring adherence to all safety protocols and compliance with Health Canada regulations.
- Interface with Master Grower departments to ensure coordination of product supply.
- Manage related documents such as advanced shipping notice, pick slips, bills of lading etc.
- Supervise department staff including assigning personnel to specific stations during shifts, determining staffing requirements, scheduling staff shifts.
- Analyze work orders, invoices, and demand forecasts daily to estimate shipping, storage, and delivery requirements, and use this information to create employee schedules and resource allocation.
- Schedule pickups and on-time delivery.
- Provide input on equipment selection and packaging design.

Skills and Qualifications:

- Minimum of 3 years managing a retail packaging operation
- Familiarity with packaging technology
- Ability to pass a security background check
- Driver's license
- High school diploma or GED
- Exceptional organizational skills and ability to delegate

- Flexibility to work nontraditional hours including some nights or weekends
- Detail-oriented and reliable
- Familiarity with the Canadian Cannabis Regulations and knowledge of Excel are assets.

*Background Check is required