

Rogers Foods

<https://rogersfoods.com/job/grain-logistics-assistant>

Grain Logistics Assistant

Description

LEVEL: EXCLUDED

SUPERVISOR: GRAIN LOGISTICS SUPERVISOR

WAGE: \$60,000.00 – \$80,000.00

GENERAL PURPOSE:

The Grain Assistant provides logistic and administrative support for the Armstrong Division grain operations by coordinating shipments, maintaining schedules, managing grain inventory levels, and ensures consistent grain quality. The incumbent assists in identifying and recommending improvements to department policies and procedures.

Qualifications

- Grade 12 or equivalent
- Experience in grain
- Ability to work both independently and with a team
- Advanced computer skills with a working knowledge of Microsoft Office applications, experience with D365 an asset
- Strong work ethic, with a high level of trust and integrity
- Excellent problem-solving, time management and organizational skills and demonstrated initiative
- Ability to manage multiple priorities and deadlines in a fast-paced environment
- Strong attention to detail and ability to adapt quickly to changing environments
- Self-motivated team player with above average interpersonal, communication and customer service skills
- Ability to create and maintain trusted internal and external business relationships.

Responsibilities

- Assist with troubleshooting grain issues to ensure smooth and efficient operations
- Create tickets for truck shipments, send advisements to carriers and suppliers
- Assist with the coordination of truck movement to maintain adequate grain inventory levels and ensure consistent grain quality
- Create purchase orders to allocate freight for truck and grain shipments
- Ensure all shipments are completed accurately and review documents from accounts payable for processing
- Assigns loads to appropriate grain contracts
- Create and maintain delivery schedules for truck deliveries for the grain department
- Liaise with internal and external customers and carriers, delivering excellent

Hiring organization

Rogers Foods Ltd.

Employment Type

Full-time

Industry

Manufacturing

Job Location

4420 Larkin Cross Road, V0E1B6,
Spallumcheen, BC, Canada

Base Salary

\$ 60000 - \$ 80000

Date posted

August 18, 2026

customer service

- Assist with the daily reconciliation of the Company's grain position
- Assists with byproduct inventory tracking and updating the byproducts schedule as required
- Assists and recommends improvements in department policies and procedures
- Ensure that all the by-products, for both the Armstrong and Chilliwack divisions are moved in an efficient and timely manner, to prevent a forced plant shutdown
- Assist with producing the weekly shipping schedule for byproducts, send advisements to carriers and suppliers with their schedules, and update all records and send notifications when changes are made
- Adjust work schedule to accommodate changing priorities and deadlines
- Provide relief coverage for Grain Logistics Supervisor as required
- Follow Good Manufacturing Practices (GMP'S) while performing job duties and tasks
- Responsible for compliance with Canada Labour Occupational Health and Safety requirements and company safety standards
- Perform all other work-related tasks assigned