

Date posted: May 2, 2024

The Butchart Gardens is looking for an individual to fill the following position:

**DEPARTMENT:** ACCOUNTS  
**POSITION:** Seasonal Purchasing/Receiving Clerk

This position is an internal courier service for all departments within The Butchart Gardens. Deliveries and pick-ups occur daily in the Greater Victoria area as well as the Saanich Peninsula, Western Communities, and occasionally further up Island.

**The successful candidate will be required to:**

- Pick up pre-ordered items at local suppliers for all Gardens' departments.
- Deliver various items to individuals, suppliers and other companies.
- Obtain and update Safety Data Sheets for various items picked up as requested by users and/or Health & Safety.
- Purchase items that require "in person" shopping. This also frequently involves searching for the best pricing on various items by phone or via the Internet.
- Maintain records of all completed pick-ups and drop-offs, filed by year.
- Complete paper work for some items that are picked up. This includes accurate and timely completion of electronic PO's and processing of invoices for payment.
- Assist with maintenance and updating of Purchase Research database.
- Assist with receiving of deliveries for all departments and completion of daily stock lists for the various food service outlets as required.
- Assist with annual obtaining and evaluation of disposables and cleaning product quotes for Food Services.
- Assist with weekly ordering and inventory control of disposables and cleaning products for Food Services.
- Participate in monthly Health and Safety inspections for Purchasing/Receiving.
- Wear mandatory CSA grade-one steel-toed footwear.
- Assist the department in other areas when needed.

**The successful candidate will possess the following qualifications:**

- A valid BC driver's license and a good driving record are mandatory. Driving safety is very important for this position. A Driver's Abstract will be required.
- Ability to operate warehouse equipment (electric pallet jacks, scissor lift, etc.) is an asset.
- Must have experience and be comfortable driving larger vehicles (delivery van, flat deck trucks, etc.).
- Good computer skills.
- Food Safe Basic is required.
- Ability to work independently.
- Ability to lift heavy items.
- Ability to make quick judgement calls when required.
- A friendly and courteous attitude with good communication skills. In this position, you are often the only representation of The Gardens to our various suppliers and contacts.

This is a seasonal position, offering 40 hours per week until mid-September with potential for extension. The workday will primarily be 7:00am-3:30pm Monday to Friday. Some overtime, evening and weekend work may be required. Starting from \$22.46/hr. **Employment will be contingent on passing a physical assessment.**

This position is open until filled. Please submit a cover letter and résumé to: Human Resources, The Butchart Gardens Ltd. 800 Benvenuto Ave, Brentwood Bay, BC V8M 1J8  
Fax: (250) 544-4455 Email: [hr@butchartgardens.com](mailto:hr@butchartgardens.com)

***We sincerely thank all applicants however; only short-listed candidates will be contacted.***