



Avocado Packhouse Data Entry Clerk

Southern Paprika Limited (SPL) is a leading New Zealand capsicum grower located in Warkworth and we currently operate 27 hectares of glasshouse with plans for expansion. We are excited to announce that we are starting up a brand-new Avocado Packhouse that will be supplying both domestic and export avocados with expected start in mid-June. We are looking for an experienced Data Entry Clerk with immediate start possible in the capsicum glasshouse or packhouse.

Responsibilities:

- Completing marketer orders accurately and preparing fruit for dispatch.
- Ensuring finished product is accurately entered into Freshpack, labelled, and palletised to comply with New Zealand Avocado (NZA), customer, and marketer requirements.
- Aiding the Operations Supervisor in ensuring that the daily pack plan is being followed and the compilation of Loadout documentation.
- The preparation of stakeholder communications, including weekly NZA export data, Marketer EDI files, Grower reports and packaging netting.
- Ensuring that the time-chain and cool-chain requirements are being upheld.

Requirements:

- An intermediate competency of the Microsoft Suite and a basic understand of current technology.
- The ability to work well under pressure.
- Excellent attention to detail and a professional approach.
- A reasonable level of fitness is required.
- The ability to work well in a team environment.
- Flexibility with hours is critical to deal with our seasonal demands. This is a full-time role possibly requiring some evening and weekend work.

Qualifications:

- No Formal qualifications are required; however, any relevant Horticulture or IT qualification would be advantageous.
- Any relevant commercial or practical experience in data entry, IT or any specific experience with the horticulture industry will be looked upon favourably.

This is an opportunity to take on a role in a growing company where hard work and enthusiasm will be well rewarded.

If you think you could be a good fit for this role, apply now. Please send a covering letter explaining why you would suit this role and your CV to niki@spl.nz or call 021 02783146.