Career Opportunity

Seasonal April - October

Shipping/Receiving Coordinator

HAIDA WILD

Haida Wild Seafood: Bringing people sustainable seafood choices.

Gina waadluxan gud'ad Kwaagiidang. Everything depends on everything else

The wild abundance of the sea has sustained the Haida people for thousands of years and provided a source for food, ceremony and spiritual sustenance. The fisheries around Haida Gwaii not only provide an important link to the cultural heritage of islands, but a sustainable future as well.

Haida Wild Seafoods is a custom seafood processor and retailer of premium seafood products. We produce only the highest quality specialty seafood from local, ethical and sustainable sources.

POSITION SUMMARY

Reporting to the Operations Administrator, the Shipping/Receiver Coordinator ensures that Haida Wild products and supplies are shipped, distributed and received in an efficient manager. Follows standards outlined in our corporate management system to ensure inventory of product is managed effectively and that the Richmond warehouse is operating effectively. The Shipping/Receiving coordinator fulfills various sales orders including, online, restaurant sales, and walk-in sales. This position also provides back-up support to the Haida Wild sales team from time to time by assisting with invoicing for on-line orders.

This position is located in our Richmond, B.C office and will work primarily in a warehouse environment with regular exposure to freezer spaces.

KNOWLEDGE, SKILLS AND ABILITIES

- Intermediate computer skills including MS Office Word, Excel, Outlook. Experience with CRM and MS Great Plains dynamics is an asset.
- Strong customer service skills
- Able to work independently as well as in a team environment
- Good communication skills – verbal, written and interpersonal
- Knowledge of warehouse and freezer procedures
- Ability to meet deadlines and to keep focused in a busy environment with frequent interruptions
- Ability to bend, stoop, reach and lift up to 50 lbs

TRAINING, EDUCATION AND EXPERIENCE

- Grade 12 or equivalent
- 2 years' experience working in a warehouse or food distribution environment including working with inventory procedures and sales order processing
- Class 5 Drivers License
- Forklift certification is an asset

HOW TO APPLY

Deadline for applications is April 7, 2017 Please send your resume and cover letter to: careers@haico.ca or apply online at www.haico.ca under careers.