



Position Description

Operations Team Member

POSITION TYPE: EMPLOYEE

REPORTS TO: GENERAL MANAGER OR DESIGNATE

POSITION SUMMARY

The Operations Team Member works seasonally, from April through September. Based out of our Richmond office, the Operations Team Member provides general support to the operations of Haida Tourism, such as organizing freight movement, overseeing the receipt, storage and shipment of all items, and managing warehouse organization, cleanliness, etc. This is a part time seasonal position. Some weekend work may be required.

KEY DUTIES AND RESPONSIBILITIES

- Oversee and act as primary contact for the safe and efficient movement of freight, receipt, storage and shipment of all items, including all necessary documentation
- Manage warehouse and review warehouse operations to identify opportunities for process improvement
- Assist with supply requisition, organize and execute purchases, pickups and deliveries
- Participate in internal document development (Corporate Management System), with a focus on seasonal work instructions, procedures, scheduling and checklists; perform data entry
- Travel to remote locations to assist on site as necessary
- Coordinate service and maintenance of operational equipment
- Other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent customer service, attention to detail and multitasking skills.
- Understanding of bookkeeping and inventory processes and intermediate skills with MS Office
- Excellent cross functional communication skills – verbal, written and interpersonal
- Adaptable to varied work environment and conditions (office, warehouse, barge, construction site) and ability to lift up to 50 pounds, stoop, bend, etc.
- Strong organizational and logistical skills
- Highly developed problem-solving skills with the ability to foresee and mitigate potential challenges
- Ability to work independently and in a team environment
- Ability to travel within B.C.

TRAINING, EDUCATION AND EXPERIENCE

- Grade 12 or equivalent required. Additional post-secondary education/training in operations management, or the equivalent combination of training, skills and experience
- Valid B.C. Class 5 Driver's License required
- Valid fork lift certification and related experience an asset
- Previous experience working in a customer service position, experience in inventory or supply chain management, and/or food and beverage or hotel management is required. Experience in the aboriginal tourism or sports fishing industries an asset