



# EMPLOYMENT OPPORTUNITY

## OPERATIONS TEAM MEMBER

POSITION TYPE: SEASONAL

LOCATION: RICHMOND

### 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.

### KNOWLEDGE, SKILLS AND ABILITIES

- Excellent customer service skills, attention to detail and multitasking.
- 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 is required. Experience in inventory or supply chain management required, and/or food and beverage or hotel management. Experience in the aboriginal tourism or sports fishing industries an asset

### HOW TO APPLY

**Please send a resume and cover letter to [hr@haico.ca](mailto:hr@haico.ca)**

**Application Deadline: Applications should be received no later than 4:30 p.m. on April 12, 2019**

Preference will be given to qualified Haida applicants. Only applicants to be interviewed will be contacted.