



Operations & Inventory Coordinator Full-Time

Campbell River Region
Campbell River

Tuesday June 23, 2026

\$26 - \$30/ hour (\$28-\$32 per hour)

Company: Gathering Place Trading Ltd.

Website: <https://gatheringplacetrading.com/>

Industry: Management/ Administration

How to apply:

Please submit your resume and cover letter to gm@gatheringplacetrading.com

Expiry Date:

Tuesday, July 07, 2026

Details:

Position Overview The Operations Coordinator plays a central role in supporting efficient operations across production, inventory, purchasing, and supply chain functions. This role is responsible for production planning, inventory management, purchasing support, and cross-department communication to help ensure smooth day-to-day operations. This is not simply an administrative role. The Operations Coordinator helps coordinate the flow of information, materials, and production activities across departments to support smooth day-to-day operations. The ideal candidate thrives in a fast-paced environment, enjoys coordinating multiple moving parts simultaneously, and naturally brings structure, organization, accountability, and calm to daily operations. This position works closely with leadership, production, warehouse, purchasing, and quality teams to help build scalable systems and support operational excellence as our company continues to grow.

Qualifications & Experience:

- Experience in food production, manufacturing, warehouse, or operations environments
 - Experience with inventory management, purchasing, production planning, or operational coordination
 - Familiarity with HACCP and GMP principles is an asset
 - Experience working in fast-paced operational environments
-