



Warehouse and Shipping Assistant Full-Time

Campbell River Region
Campbell River

Tuesday July 7, 2026

\$21 - \$25/ hour (\$21-24)

Company: Gathering Place Trading

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

Industry: Retail & Wholesale

How to apply:

Please submit your resume and a brief cover letter telling us a little about yourself, what interests you about this role, and why you'd be a great fit for the Gathering Place Trading team. Submit the documents to gm@gatheringplacetrading.com.

Expiry Date:

Tuesday, July 21, 2026

Details:

Location: Campbell River, BC Schedule: Full-Time | Monday to Thursday (Four 8-Hour Days) Compensation: \$21 to \$24 per hour, depending on experience and qualifications

Join Our Growing Team Gathering Place Trading is a majority women-owned Canadian company based in Campbell River. We hand-pack premium organic herbs, spices, teas, seasonings, and sea salts that are enjoyed by customers across Canada. We're proud to offer a supportive, collaborative workplace where quality, integrity, and people come first. As we continue to grow, we're looking for a dependable, organized, and hands-on Warehouse and Shipping Assistant to support the day-to-day operations of our warehouse. This is an active, hands-on position for someone who enjoys physical work, staying organized, and keeping products moving efficiently through the warehouse. You'll play an important role in receiving inventory, preparing customer orders, and ensuring shipments leave accurately and on time. We're looking for someone who notices the little details, takes pride in doing things well, and enjoys being part of a team where everyone pitches in to help each other succeed.

What You'll Do As our Warehouse and Shipping Assistant, you'll help ensure products move efficiently through our warehouse while supporting inventory accuracy, order fulfillment, and shipping operations.

- Warehouse Operations & Inventory * Receive, inspect, organize, store, and replenish inventory
- * Pick, pack, and prepare customer, distributor, and retail partner orders accurately and efficiently
- * Maintain accurate inventory records and assist with regular cycle counts
- * Support proper stock rotation and warehouse organization
- * Report inventory discrepancies or product

concerns Shipping & Receiving * Prepare shipping labels and documentation * Stage shipments for pickup by carriers * Receive incoming deliveries and verify shipments * Assist in resolving shipping or delivery issues with carriers * Support efficient daily order flow, from receiving through shipment Food Safety & Quality * Help maintain a clean, organized, and safe warehouse * Follow proper food handling, storage, labelling, and traceability procedures * Follow Good Manufacturing Practices (GMP) and company food safety standards * Support workplace health and safety practices

Qualifications & Experience:

What You'll Bring We're looking for someone who is: * Organized, dependable, and detail-oriented * Takes pride in producing accurate, high-quality work * Comfortable working in a fast-paced environment * A strong communicator who enjoys working as part of a team * Proactive, adaptable, and willing to learn * Physically able to safely lift up to 25 kg (55 lbs) and comfortably spend much of the day standing, walking, bending, and moving products * Comfortable using computers and learning inventory software Assets include: * Experience in warehouse, shipping, receiving, inventory, or logistics * Experience working in food manufacturing or distribution * Familiarity with inventory management software or ERP systems
