NIEFS
NORTH ISLAND EMPLOYMENT

Shipper/Receiver
Full-Time

Campbell River Region
Campbell River

Tuesday November 3, 2026

Minimum wage - $ 20/ hour ($19.20 to $24.00 per hour)

Company: Naturally Pacific Resort

Website: https://www.naturallypacific.ca/careers/

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Please apply directly at:
https://naturallypacificresort.applytojob.com/apply/nSehaZFe6G

Expiry Date:

Tuesday, November 17, 2026

Details:

The Team Naturally Pacific Resort aims to become a top resort that welcomes everyone and offers exciting experiences every day. We are seeking team members who are passionate about providing exceptional hospitality and service, and who align with our values of Passion, Community, Inclusion, and Innovation. Our focus is not only on creating memorable experiences for guests but also on establishing a fulfilling and enjoyable work atmosphere for our team. Becoming part of the Naturally Pacific team will allow you to engage in the hospitality industry within an expanding company that values every individual's input and celebrates achievements collectively. The Role As a key member of our team the Shipper/Receiver is responsible for managing all incoming and outgoing shipments, ensuring accuracy, proper documentation, and compliance with hotel policies. This role involves maintaining inventory, coordinating with various departments, and resolving shipment issues, while keeping the receiving area organized. Your contributions to the team include: • Inspect and sign for deliveries, ensuring the correct items and quantities are received. • Check shipments against purchase orders and invoices to ensure accuracy. • Unload and organize items in designated storage areas, ensuring proper labeling and documentation. • Track and maintain inventory levels of incoming and outgoing shipments. • Prepare and pack outgoing shipments according to hotel standards and shipping requirements. • Document all shipping and receiving transactions in SCM software. • Communicate within and across various departments to deliver items as needed. • Keep delivery bay, storage rooms, and shipping/receiving areas clean and organized. • Monitor the status of shipments and resolve any delivery issues or delays. • Inspect incoming

goods for damage, report discrepancies, and arrange for returns or exchanges. • Ensure all shipping and receiving activities comply with hotel policies and safety regulations. • Coordinate with suppliers and vendors for delivery schedules and product replacements. • Manage sensitive or high-value shipments, ensuring they are handled and stored securely. • Assist with administration, planning, and logistics as needed. • Other tasks and duties as assigned. Perks & Benefits At Naturally Pacific Resort, we believe in recognizing and rewarding the valuable contributions of our colleagues. As a member of our team, you can expect to enjoy a comprehensive range of benefits and competitive compensation tailored to your skill set, education, and experience. Please note that specific benefits may vary depending on the role and level within the organization. • Comprehensive employer paid health, vision, and dental coverage for you and your family. • Access to ongoing training and development opportunities to support your career growth and advancement within the company. • Employee and Family Assistance Program. • Discounts on various resort amenities and services such as food, golf, retail, and spa. • Support for your health and wellness goals. • Registered Pension Plan (RPP) eligibility after 1 year. • Accommodations available for qualifying candidates. You will be eligible to receive wages starting from $19.20 to $24.00 per hour, this will be determined by your skill set, education and experience. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to genuine hospitality. We consider employee wellbeing a priority and are dedicated to protecting the health and safety of our teams while ensuring a workplace that is respectful of everyone. Naturally Pacific Resort practices equal opportunity hiring and onboarding processes to ensure equal access and participation for everyone. We understand that we have a responsibility for ensuring a safe, dignified, and welcoming environment and we are committed to creating an inclusive environment for all employees irrespective of race, colour, religion, sexual orientation, gender identity, or any other status protected by law. We believe in integrating people with disabilities into our workforce by removing barriers and meeting accessibility needs. The Resort At Naturally Pacific Resort, our mission is to provide guests with a memorable and meaningful experience. Located at the crossroads of the forest, mountains, and the Pacific Ocean in Campbell River BC, Naturally Pacific’s 100-room resort features a luxury spa, upscale restaurant and 18-hole golf course with a virtual driving range and lounge. This coastal destination offers spectacular

views and access to some of the best outdoor experiences in the world. From eco-adventures, internationally renowned salmon fishing, wildlife watching, to traversing the parks and trails, Campbell River is a doorway to adventure. Thank you and we look forward to receiving your application!

Qualifications & Experience:

A few things we are looking for in a new team member: • 1 year of experience in a shipping/receiving role, preferably in the hospitality or service industry. • Valid Class 5 driver's licence and clean Driver's Abstract required. • Capability to lift, move, and store items, often in a physically demanding environment. • Experience with equipment such as forklifts, hand trucks, and pallet jacks. • Familiarity with standard shipping and receiving practices, including packing, labeling, and documentation. • Hands-on experience with inventory control systems and stock management. • Experience using inventory or supply chain management software to document transactions and track shipments. • Ability to perform calculations related to inventory tracking, invoices, and shipment quantities. • Strong organizational abilities and attention to detail. • Ability to prioritize tasks, manage schedules, and meet deadlines, especially when coordinating with various departments. • Strong verbal and written communication skills. • Supply Chain Management certification an asset. • Forklift Operator Certificate an asset.
