Vehicle and Transport Coordinator
Full-Time

Campbell River Region
Campbell River

Monday November 16, 2026

$31 - $40/ hour ($65,000.00 to $75,000.00 per annum)

Company: Broadstreet Properties Ltd

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

Industry: Transportation

Remote/Camp Based Job: No

How to apply:

Please apply directly at: https://www.broadstreet.ca/careers/vehicle-and-transport-coordinator-campbell-river

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Expiry Date:

Monday, November 30, 2026

Details:

Working directly with a private family ownership group, the Vehicle & Transportation Coordinator will be responsible for the day-to-day care, maintenance, and coordination of the family's vehicles, as well as providing safe and reliable transportation for family members when needed. The ideal candidate is organized, dependable, and hands-on, with a strong attention to detail and pride in keeping vehicles clean, safe, well-maintained, and ready when needed. The role includes scheduling and coordinating vehicle maintenance and repairs, taking vehicles to and from service providers, keeping maintenance records, and handling regular washing, detailing, fueling, and other vehicle-related tasks. The position will also involve driving family members as requested. Discretion, professionalism, and reliability are important in this role. The successful candidate should be comfortable working with high-value vehicles and have an impeccable driving record. Your contributions to the team: Vehicle Maintenance & Coordination • Coordinate and schedule routine vehicle maintenance, inspections, seasonal servicing, and repairs. • Monitor vehicle maintenance schedules and proactively identify upcoming service requirements. • Coordinate with dealerships, mechanics, tire shops, and other service providers. • Drive vehicles to and from maintenance, repair, inspection, and other appointments. • Track the status of vehicle repairs and maintenance and communicate updates as required. • Maintain accurate records of vehicle maintenance, repairs, service history, and related expenses. •

Monitor vehicle condition and report any mechanical, cosmetic, safety, or maintenance concerns. • Ensure vehicles are appropriately fueled, and ready for use. • Assist with sourcing quotes and coordinating vehicle-related purchases and services. Vehicle Care & Detailing • Maintain vehicles in a consistently clean and presentable condition. • Regularly wash, vacuum, clean, and detail vehicles, both internally and externally. • Ensure vehicle interiors are appropriately stocked with required supplies and kept organized to the owners' specifications. • Ensure vehicles are prepared in advance of family use, travel, events, or special occasions. Family Transportation • Provide safe, professional, and reliable transportation to family members as requested. • Drive family members to appointments, meetings, events, airports, residences, and other destinations as required. • Maintain a high level of professionalism, courtesy, and discretion while transporting family members. • Plan routes and allow appropriate travel time based on traffic, weather, and scheduling requirements. • Adapt to changes in transportation requirements and schedules as needed. • Assist with loading and unloading personal belongings, luggage, or other items when appropriate. Administration and Other • Maintain current records for vehicle registrations, insurance, service requirements, and other relevant documentation. • Track vehicle-related expenses and submit invoices, receipts, and documentation as required. • Maintain an up-to-date inventory of vehicle keys, equipment, emergency supplies, and accessories. • Communicate proactively regarding upcoming maintenance, vehicle availability, or issues that may affect family schedules. • Manage and execute daily errands including shopping, deliveries, returns, and vendor coordination. • Liaise with household staff, service providers, and external vendors as needed. • Other administrative duties as assigned. What we offer: Employees enjoy a wide range of benefits and competitive reward. You will be eligible to receive salary range of $65,000.00 to $75,000.00 per annum, this will be determined by your skill set, education and experience. You will also be eligible to participate in the Company's benefits program covering: • Employer paid extended health, vision, and dental coverage (including family) • Employee and Family Assistance Program • Employee Referral Program • Yearly health and wellness benefit • RPP eligibility after 1 year • Employee recognition program • In-house professional development opportunities Why Broadstreet? Broadstreet Properties Ltd. is a family owned and operated property management company, partnered with Seymour Pacific Developments, that manage multi-family

residential communities. We are a growing organization made up of diverse team members who are motivated to continuously innovate our approach to asset management. 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. Broadstreet Properties Ltd. 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.

Qualifications & Experience:

What you need to be successful: • 2 plus years of experience in a driving, vehicle services, fleet coordination, automotive, household management, concierge, or similar service-oriented role. • Experience working in a role that required high level or coordination, schedule management and communication. • Experience detailing vehicles. • Previous experience working with high-net-worth individuals, private households, family offices, executive clients, or other high-discretion environments is considered an asset. • Experience coordinating maintenance and repairs is strongly preferred. • Experience providing professional driving services is preferred. • Ability to maintain accurate digital and/or physical vehicle records. • Strong verbal and written communication skills. • Proficient with MS Office Suite • Understanding of safe driving practices and applicable road and traffic regulations. • Familiarity with luxury or specialty vehicles is considered an asset. • Demonstrated reliability, punctuality, sound judgment, and attention to detail. • Ability to work flexible hours and adapt to changing family schedules and transportation requirements. • Ability to maintain strict confidentiality and discretion regarding family members, schedules, residences, activities, and personal information. • Valid Class 5 driver's licence with a clean driving record.
