



NOOTKA MARINE ADVENTURES

MOUTCHA BAY
RESORT

NEWTON COVE
RESORT

NOOTKA SOUND
RESORT

Supply Chain Support: Your West Coast Adventure Awaits!

Come join our dynamic and adventurous team at Nootka Marine Adventures.

We are dedicated to preserving the timeless art of sport fishing while nurturing the next generation of anglers. Our mission is to provide an unparalleled luxury fishing experience that not only immerses our guests in the natural beauty of our surroundings but also instills a deep appreciation for fishing and the environment.

Position:

We are hiring a Supply Chain Support for this summer season, based out of our Head Office in Courtenay, and reporting to the Purchasing Manager. This temporary assignment will be from March until September.

Schedule:

Tuesday 10am – 2pm: Based out of Head Office in Courtenay

Wednesday 10am – 2pm: Based out of Head Office in Courtenay

Thursday 10am – 2pm: Based out of Head Office in Courtenay

Friday 7am – 3pm: Delivery from Head Office to Moutcha Bay Resort (Tahsis area)

If you love driving and being a critical part of supplying operations, and willing to jump in where needed, then this might be the job for you.

Get to know us:

Drive west along one of the most scenic highways in Canada through the spectacular mountainous landscape of Strathcona Park and the village of Gold River towards Tahsis. Approximately 2 hours by road from Campbell River on Vancouver Island is **Moutcha Bay Resort**, on the waters of Nootka Sound.

Requirements of Supply Chain Support:

A valid diver licence and clean driver abstract.

Head Office | #211C-750 Comox Road
Courtenay BC V9N 3P6

Business Address | 1392 Seaview Rd
Black Creek, BC V9J 1J7

Willingness to travel weekly to our land-based resort and drive on secondary roads.
Ability to multi-task and problem solve effectively.
Organization, coordination, and time management skills.
Strong administrative and numeracy skills.
Tech-savvy and ability to learn and use multiple software including the Microsoft Office Suite.
Supply chain experience in receiving, shipping, or procurement (preferred)
Class 1 licences (an asset).

Duties for Supply Chain Support:

Pick up purchases by vehicle and deliver at the warehouse facility or head office.
Bi-weekly delivery of supplies by road to Tahsis area.
Receive incoming shipments, check quality of the items, and verify accuracy of the order.
Organize and maintain inventory storage areas to ensure efficient use of space.
Log and track all inventory through the inventory management system.
Keep accurate records and logs of all inventory movement.
Prepare shipments with labels, packaging, and necessary documentation.
Regularly communicate with the resorts on the progress of shipments.
Coordinate with the shipping carriers for pickups and deliveries.
Assist with periodic inventory counts.
Assist with ordering and purchasing when required.
Assist with resolving shipment and inventory issues as they arise.
Office administrative duties as assigned such as scanning, attending meetings, and managing an inbox.

Working with us:

We value FISHING: Fiscal Responsibility, Integrity, Skill Development, Harmony, Innovation, Nurturing, and above all the Guest Experience.

We welcome all qualified applicants as we are an equal opportunity employer who celebrates diversity and strives to create an inclusive environment for all employees.

Wage is \$20-\$23/hour paid biweekly.

How to apply:

Apply online at: <https://www.nootkamarineadventures.com/careers/>

Or

Email: hr@nootkamarineadventures.com

Please submit your resume and let us know why you are interested in the position. Only applicants eligible to work in Canada will be considered.

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