

Operations & Inventory Coordinator

Location: Campbell River, BC

Schedule: Full-Time | 4-Day Work Week (Monday–Thursday)

Growth Opportunity

This role offers a clear long-term career pathway within our growing operations team:
Operations and Inventory Coordinator → Operations Supervisor → Operations Manager

This role is designed for an individual who is interested in building expertise in production planning, inventory management, purchasing, supply chain coordination, and operational leadership. Over time, the successful candidate will have opportunities to assume increasing responsibility for purchasing and inventory management functions.

Reporting & Development

This position reports directly to the General Manager and works closely with company leadership.

The successful candidate will receive mentorship and training in production planning, inventory management, purchasing, supplier relationships, and operational leadership, with the goal of developing increasing responsibility over time.

About Us

At Gathering Place, we are passionate about thoughtfully sourced organic spices, herbs, teas, and sea salts. We work closely with trusted partners around the world while carefully hand packing our products on Vancouver Island, BC.

As we continue to grow, we are seeking a highly organized, proactive, and solutions-oriented Operations and Inventory Coordinator to support and strengthen the daily flow of operations across our production and warehouse teams.

This is an exciting long-term growth opportunity for someone who enjoys building structure, improving systems, and supporting operational excellence within our growing food company!

What We Offer:

- 4-day work week: Monday to Thursday, 8 hours per day
- Flexibility for work-life balance: Ability to adjust hours to accommodate personal or family needs
- Employee product discount
- Extended health and dental benefits: 50% paid by the employee, 50% paid by the company
- A supportive, kind, and purpose-driven team environment
- Opportunities for growth within a thriving local business

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.

Key Responsibilities

Production Planning & Coordination

- Build and maintain weekly production plans
- Coordinate production schedules based on sales demand, inventory levels, and co-pack requirements
- Align inventory, sales orders, production runs, and co-pack schedules
- Help prevent out-of-stocks and overproduction through proactive planning
- Ensure ingredients, packaging, and materials are available for scheduled production runs
- Monitor production progress and adjust plans as operational needs shift

- Identify operational bottlenecks and support timely resolution
- Coordinate with Production, Warehouse, QA, and Leadership teams to maintain efficient workflow

Inventory Planning & Purchasing Development

- Maintain inventory planning systems and reorder schedules
- Perform inventory analysis and purchasing calculations
- Monitor inventory levels to ensure adequate stock of ingredients, packaging, and operational supplies
- Coordinate incoming inventory and supplier deliveries with warehouse and QA teams
- Track open purchase orders, incoming shipments, and inventory shortages
- Identify inventory risks and recommend purchasing actions proactively
- Support inventory forecasting and purchasing recommendations based on sales trends, production requirements, and lead times
- Participate in supplier communications and purchasing activities to develop supply chain knowledge
- Develop increasing ownership of purchasing execution and inventory planning over time
- Progress toward full responsibility for day-to-day purchasing and inventory replenishment activities

Purchasing Administration

- Create and manage purchase orders
- Track supplier confirmations and expected delivery dates
- Maintain purchasing records and shipment tracking information
- Follow up on delayed orders and supplier communications
- Assist in maintaining supplier pricing and purchasing data
- Escalate supply risks, shortages, or purchasing concerns

Cross-Department Operations Coordination

- Serve as a central communication link between production, warehouse, purchasing, QA, and leadership teams
- Verify production readiness, materials availability, and operational priorities
- Support FIFO, lot tracking, and inventory management processes
- Coordinate co-packer shipments, returns, and operational documentation
- Support staging and coordination of ingredients, packaging, and finished goods
- Proactively identify and resolve workflow disruptions

Qualifications

Preferred 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

Skills & Attributes

- Strong analytical skills and comfort working with inventory, data, and planning systems
- Excellent communication and problem-solving skills
- High attention to detail and accuracy
- Ability to manage multiple priorities simultaneously
- Positive, proactive, and solutions-oriented mindset
- Strong follow-through and accountability
- Ability to remain calm and organized under changing priorities
- Natural ability to create structure, efficiency, and operational clarity
- Strong interpersonal and cross- functional coordination skills

What Success Looks Like in This Role

- Production schedules are accurate, realistic, and well-executed
- Materials and packaging are consistently available when needed
- Inventory shortages are identified and addressed proactively
- Communication between departments is clear and effective
- Operational bottlenecks are identified and resolved quickly
- Teams feel supported, aligned, and set up for success
- Operations become more structured, scalable, and efficient over time

Compensation

\$28–\$32 per hour, depending on experience, qualifications, and demonstrated operational leadership experience.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.