



Full-Time | Permanent | \$26.00–\$29.00 per hour, depending on experience.

Location: The Stir @ 185 Royal Avenue, Kamloops

About Authentic Indigenous Seafood

Authentic Indigenous Seafood (AIS) is an Indigenous-owned cooperative dedicated to creating stronger, more sustainable fisheries and seafood businesses throughout British Columbia.

Working in partnership with Indigenous Nations and community-owned fisheries, we help move premium, sustainably harvested seafood from the dock to customers through production, processing, warehousing, sales, and distribution. Our work supports local economies, creates employment opportunities, and builds long-term value within Indigenous communities.

Based in Kamloops, our warehouse plays a key role in receiving, storing, preparing, and shipping products to customers across the province. As our business continues to grow, we're looking for team members who enjoy building efficient systems, solving problems, and contributing to a collaborative, purpose-driven organization.

Joining AIS means becoming part of a growing Indigenous enterprise where your work has a direct impact on communities, businesses, and the future of Indigenous fisheries. We offer meaningful work, opportunities to grow with the organization, and the chance to help build systems that support long-term success. **Indigenous candidates are strongly encouraged to apply and to self-identify in their application.** *The position will remain open until filled.*

Position Overview

The Warehouse & Logistics Lead is responsible for coordinating the daily flow of products through the AIS warehouse.

This is a hands-on lead role responsible for coordinating the daily workflow of the warehouse. Working closely with the Production & Sales Manager, you'll help establish daily priorities while receiving shipments, managing inventory, preparing customer orders, and ensuring the warehouse operates safely, efficiently, and in an organized manner.

Key Responsibilities

Warehouse Operations

- Coordinate the day-to-day workflow of the warehouse.
- Maintain an organized, clean, and safe warehouse environment.
- Ensure products are stored correctly and rotated appropriately.
- Monitor warehouse supplies and equipment.

Inventory Management

- Maintain accurate inventory records.
- Conduct routine inventory counts and investigate discrepancies.
- Organize freezer and warehouse storage for efficiency.
- Assist with inventory reporting as required.



Shipping & Receiving

- Receive incoming products and verify shipments.
- Prepare outbound customer orders accurately and efficiently.
- Coordinate shipping documentation and courier pickups.
- Ensure products are packaged and labeled correctly.

Order Fulfillment

- Pick, pack, and stage customer orders.
- Coordinate product movement to meet shipping schedules.
- Identify and communicate inventory or fulfillment issues early.

Coordination & Communication

- Work closely with the Production & Sales Manager to establish daily priorities.
- Coordinate daily warehouse activities and support other warehouse staff.
- Communicate operational issues, inventory concerns, or equipment needs promptly.
- Contribute to continuous improvements in warehouse organization and efficiency.

Required Qualifications

Ideally, you'll have:

- Completion of Grade 12, or an equivalent combination of education, training and relevant experience.
- Experience working in a warehouse, distribution, manufacturing or other production.
- Strong organizational and time management skills.
- Experience with inventory management and order fulfillment.
- Comfortable using computers and basic software for inventory and shipping.
- A valid Class 5 Driver's Licence.
- The ability to lift up to 50 lbs safely.

Assets

- Forklift certification and experience operating a forklift.
- Experience using shipping platforms such as ShipStation.
- Experience working with inventory software.
- WHMIS or Occupational First Aid certification.

The successful candidate is someone who:

- Takes ownership of their work.
- Notices when something needs attention.
- Enjoys keeping things organized.
- Communicates clearly and respectfully.
- Can balance multiple priorities without losing track of the details.
- Works well independently while contributing to a collaborative team.

Please submit your application to Daphane Nelson, daphanen@indigenouseafood.ca