

JOB OPENING: SALES AND INVENTORY ASSISTANT - KAMLOOPS

About River Select – Authentic Indigenous Seafood

The River Select Fisheries Cooperative was incorporated in 2014 by a network of First Nations commercial fishing enterprises from BC. Over time our cooperative grew into our program called *Authentic Indigenous Seafood*. This is now a national supply chain collaboration among Indigenous fisheries that helps to improve the viability of many small to medium scale community fisheries by connecting them to the value chain. Buying their value-added products, branded to their local fisheries, will improve fisheries sustainability and fosters regional economic, employment, and food security.

Position Overview

The *Sales and Inventory Assistant* reports directly to the Production and Sales Manager and works out of a warehouse and storefront in Kamloops, and supports market hubs in Kelowna, Steveston and Duncan on Vancouver Island. The salaried position will involve working Monday to Friday with most week-ends and Statutory holidays off. The job will include both remote and storefront sales and deliveries as well accounting for inventory and related administration.

First Nation/Indigenous Candidate Preferred

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. Only those applicants who provide up-to-date CV along with Cover Letter and qualify for interview will be contacted. The successful candidate may be required to submit a current criminal record check. Applicants **MUST** provide proof of Canadian Citizenship or Permanent Residency.

Responsibilities

- Conduct deliveries and assist with product sales to businesses within 3 hours of Kamloops daily (Monday to Friday), with some limited weekend work possible during busy periods.
- Provide retail sales support to a new storefront on site under construction in 2023/24.
- Organize and maintain warehouse equipment, arrange for repair services as needed, and keep track of/return of any equipment that is lent out or rented with the proper rental/lent agreement paperwork completed and signed.
- Report sales and inventory data utilizing the Sage accounting software for the Production and Sales Manager and assist in generating regular inventory reports.
- Sort, count, and maintain product inventories involving the Kamloops and Steveston market hubs, and under the supervision of the Production and Sales Manager, tracking inventories in other participating hubs (i.e. Kelowna and the CowOp on Vancouver Island).
- Prepare summary reports on sales and inventory as required.
- Assist with fisheries logistics from time-to-time as required (i.e. delivering equipment and supplies to fishing sites).

Knowledge and Skills

- Minimum of three (3) years prior work experience with First Nations and fisheries is preferred.
- Good sales communicator.
- Strong organizational skills with preference for prior management information systems and service background.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Maintain high level of confidentiality and protect sensitive business information.

Education/Experience Requirements

- Preferred program graduate or certificate of an approved business and/or administrative school, or related experience.
- Must have knowledge of variety of computer software applications in word processing, spreadsheets, database and presentation software (i.e. MS Word, Excel, Sage).
- Possess a Class 5 Drivers License/ability to travel daily as needed.
- Provides services in a culturally sensitive manner.

Why work with us?

The River Select Fisheries Cooperative is a modern cooperative business founded on the principles of social and environmental responsibility. Our experienced team and network of committed First Nations fisheries provides an inspiring environment for career-oriented and business-minded individuals. Our growing business promises great career growth opportunities. If you have a passion for building sustainable fisheries and enjoy making positive change then this might be the job for you.

Salary/Employment Term

- Competitive compensation, including hourly wage rate of \$29.80/hr - \$34.62/hr (commensurate with experience and schooling) or \$62,000-\$72,000 per annum;
- Full time permanent employment/annually renewable.

Benefits

- Benefits package negotiable

Application Deadline: March 31, 2023

Contact:

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Visit our websites:

www.riverselect.ca

www.authenticindigenouseafood.ca