

Warehouse Coordinator

Job Title: Warehouse Coordinator

Company: Whistler Food and Beverage Inc.

Location: 3600 Bainbridge Avenue, Burnaby, BC V5A 4X2

About Us

Whistler Food and Beverage Inc. is the proud manufacturer of Canada's renowned Whistler Water, sourced from ancient glaciers and celebrated for its purity and exceptional quality.

Position Overview

We are looking for a responsible and detail-oriented Warehouse Coordinator to manage daily warehouse operations, inventory control, and documentation.

This is a hands-on role requiring strong forklift skills and the ability to maintain accurate inventory records using structured tracking methods such as Excel. The role may also support production operations when needed.

Key Responsibilities:

- Oversee receiving, shipping, storage, and daily warehouse operations
- Safely and proficiently operate forklifts (mandatory)
- Maintain accurate inventory records and stock movement tracking
- Use Excel or similar tools to organize inventory data and generate reports
- Prepare and manage documentation such as purchase orders, delivery notes, and inventory reconciliation records
- Ensure proper stock rotation and organized warehouse layout
- Coordinate material supply with the production team
- **Assist on the production line when operationally required**
- Maintain warehouse cleanliness and comply with safety standards

Requirements:

- **Strong forklift operating skills (mandatory)**
- Experience in warehouse receiving and shipping procedures
- Proficiency in Microsoft Excel for inventory tracking and reporting
- Strong organizational and documentation skills
- Attention to detail and accountability
- Ability to work independently and collaboratively

Preferred Qualifications:

- Previous warehouse coordination experience
- Forklift certification
- Experience with inventory management systems or ERP software



Hourly Wage:

Starting from \$21 per hour

(Based on experience and qualifications)