



LIFESAVING SOCIETY
The Lifeguarding Experts

JOB POSTING

WAREHOUSE OPERATIONS COORDINATOR

Sept 17, 2025

Position Title: Warehouse Operations Coordinator
Location: Branch Office (Burnaby)
Terms: Permanent, full-time
Start date: ASAP – Fall 2025
Salary: \$50,000 per annum + benefits
Work Schedule: 35 hrs/week (Monday-Friday 8:30-4:30)

Nature & Scope

The Lifesaving Society, BC and Yukon is seeking a Warehouse Operations Coordinator to oversee warehouse operations, logistics, and related administration. Key areas include shipping and receiving, order fulfillment, online shop management, inventory control, and invoicing. This position is ideal for someone who is detail-oriented, organized, and comfortable working in a dynamic environment. This person reports to the Director, Membership and Operations, and works closely with our Accounts and Member Services teams.

About Us

The Lifesaving Society is a charitable organization committed to the prevention of drowning and aquatic-related injury through water safety education. In addition to providing swim lessons, lifesaving courses, lifeguarding courses, and first aid/CPR training throughout BC and Yukon, the Society is a leader in offering expertise and guidance to ensure safe operation of any water-related setting through safety management services. We offer a supportive, collaborative, and inclusive professional culture focused on growth and continuous improvement.

Key responsibilities:

- Manage inbound and outbound logistics, ensuring timely and accurate shipping, receiving, and inventory tracking
- Process and package customer orders with accuracy and efficiency
- Oversee the daily operations of the Lifesaving Society's online store, including order fulfillment, inventory updates, and customer support
- Maintain and update product listings, pricing, and promotional content in the online shop
- Maintain warehouse records and standard operating procedures for inventory and space management
- Coordinate with logistics providers and vendors to resolve delivery or transportation issues
- Record sales transactions and issue invoices promptly
- Maintain a clean, organized, and safe warehouse environment
- Provide exceptional customer service to internal and external stakeholders

Requirements

- Minimum 2 years experience in warehouse operations, shipping/receiving, and/or logistics
- Strong verbal and written communication skills with a customer-service focus

BC & Yukon Branch

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- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong organizational skills with the ability to balance multiple priorities
- Ability to work well independently and as a team player
- Ability to lift up to 50 lbs safely
- Experience with QuickBooks Online and e-commerce is an asset
- Previous experience in aquatics or recreation and/or knowledge of Lifesaving Society programs is an asset
- Successful candidates must provide a current and satisfactory Criminal Record Check (Vulnerable Sector Search) dated within six (6) months of the start date

TO APPLY: Submit resume with a cover letter to hr@lifesaving.bc.ca. Applications will be reviewed on a rolling basis until the position is filled.

Thank you for your interest and application. Please note only those selected for an interview will be contacted.

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