

Operations, Inventory, and Inside Sales Coordinator



JOB POSTING: March 3, 2026

Tofino Kombucha operates a commercial-scale beverage manufacturing facility producing kombucha for retail distribution across Canada. We are licensed under the CFIA Safe Food for Canadians (SFC) Regulations and operate under a documented Preventive Control Plan (PCP) with annual Food Safety audits.

We are seeking a detail-oriented, systems-minded Operations, Inventory, and Inside Sales Coordinator to manage sales order processing, invoicing, payment processing, inventory system, logistics coordination, and sales collection. This is primarily an office-based role with light packaging support during peak canning mornings.

KEY RESPONSIBILITIES

Sales and Shipping Logistics

- Process incoming sales orders in inventory software, and process and record customer payments
- Conduct weekly reorder calls and email follow-ups for local customers
- Support new account follow-up and onboarding
- Schedule warehouse transfers, shipments and pickups through vendor's shipping portals
- Communicate clearly with warehouse and distribution partners
- Ensure accurate documentation of all inventory movements

Inventory Management and Purchasing Support

- Maintain accurate inventory records using inventory management software and Excel
- Coordinate weekly/monthly inventory counts and investigate and report discrepancies
- Monitor ingredient and packaging inventory levels
- Notify management when reorder thresholds are approaching and issue purchase orders as directed

Admin and Food Safety Support

- Assist with maintaining HACCP documentation and records
- Support the organization of SOPs and production logs
- Create and maintain SOPs relating to sales and inventory management

Light Production Support

- Assist on the automated product packaging line in the morning, as needed

Role Growth and Development

This role is designed to grow with the company. Over time, responsibilities may expand to include increased operational reporting, inventory coordination, and broader system oversight.

Ideal Candidate

- Experience in beverage, food manufacturing, or distribution
- Strong organizational and administrative skills
- Comfortable using software to manage inventory and transactions
- Detail-oriented, proactive, and accountable

Start Date: April 2026

Location: Tofino, BC

Schedule: 30-40 hrs week, permanent. Monday to Thursday, 7:00 am–5:30 pm (schedule can be modified)

Holidays: Long weekends off, two-week Christmas closure, plus vacation time as requested

Compensation: \$28-32/hour (based on experience), health benefits plan, and free Kombucha

If you are interested in this position, please send your resume and cover letter to kelsey@tofinokombucha.com.

Please note: We do not offer staff housing. We look forward to hearing from you!