



TIIČMA MANAGEMENT SERVICES  
1250C IRONWOOD ROAD  
CAMPBELL RIVER BC V9W 6H5  
250-287-2775

*Businesses with heart*

**Job Title:** Procurement and Logistics Coordinator

**Location:** Campbell River, BC

**Reports To:** CEO Tiičma Management Services

**Employment Type:** Full Time

**Wages and Benefits:** \$60,000 to start w/Benefits and Pension after probationary period

**Closing Date:** January 30, 2026

### Position Summary

Tiičma Management Services is seeking a highly organized and detail-oriented **Procurement & Logistics Coordinator**. This role is vital to maintaining cost-efficient operations across Tiičma Enterprises by providing timely coordination, purchasing, procurement, and delivery of goods and services to Tiičma operations and other client groups, predominantly located within the KCFN Territories.

Working closely with Tiičma LP Managers, staff, KCFN, vendors, and transportation and logistics providers, the Manager will develop, manage, and implement a procurement and logistics program to source and supply groceries, goods, and other services. The role will involve active communication and coordination among client and vendor groups, implementing an ordering and delivery system that includes computerized data management, tracking, budgeting, cost analysis, and reporting. It requires dynamic problem-solving skills, flexibility to adapt and respond to changing circumstances, and the ability to physically travel, transport, and load/unload goods and services when required.

### About Tiičma Management Services

Tiičma Management Services is the management arm of the **Ka:yu:k't'h'/Che:k:tles7et'h' First Nations (KCFN)**, based in Campbell River and Kyuquot, BC. It provides centralized fiscal, administrative, and operational support for all Tiičma Enterprises, including:

- Tiičma Fisheries
- Tiičma Forestry
- Tiičma Property Services
- Tiičma Aggregate
- Tiičma Capital Assets
- Tiičma Hospitality (Walter's Cove Resort, West Coast Expeditions, Fair Harbour Marina & Campground)

### Key Responsibilities

- Work with LP managers to develop and maintain a responsive, effective, and cost-efficient program for the purchasing, procurement, and delivery of various goods and services to Tiičma business operations located on the west coast of Vancouver Island (Kyuquot/Cheklesahht).



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- Analyze supply chain data to identify cost savings and operational efficiencies.
- Identify opportunities to reduce transportation and purchasing costs without compromising quality.
- Collaborate with internal teams (finance, operations, KCFN etc.) to align supply chain activities with business needs and promote synergies.
- Source, evaluate, and negotiate with vendors with a focus on product quality, cost-effectiveness, and timely and efficient delivery.
- Coordinate purchase orders, shipping schedules, vendor, and client communication.
- Collaborate with the Management team to develop and implement procurement policies, procedures, and best practices.
- Ensure compliance with applicable regulations. (eg, occupational health and safety, import/export, customs, transportation of dangerous goods etc)
- Support research, analysis, and continuous improvement in logistics and procurement.
- Prepare procurement and logistics performance reports.

### **Skills and Qualifications**

- Strong interpersonal, communication, and relationship-building skills
- Self starter - highly organized with strong time management
- Detail-oriented and proactive problem-solver
- Strong analytical and negotiation skills
- Proficient in Microsoft Office (especially Excel), experience with ordering systems, databases, accounting, and financial cost/benefit analysis, forecasting, and budget development.
- Experience developing policies and procedures.
- Previous experience in remote coastal camp and/or lodge operations and logistics (including restaurant or cookhouse food supply),
- Experience working with indigenous communities.
- Strong safety ethic and experience with occupational health and safety programs.

### **Requirements**

- Post-secondary education in supply chain management, business, or a related field.
- Minimum 3 - 5 years of relevant experience in procurement, logistics, or supply chain.
- Valid Class 5 Driver's license and clean driving record. Class 4 will be an asset.
- SVOP and experience operating boats in a west coast environment will be an asset.
- Physically fit, healthy, and able to move goods (eg, a minimum of 50lbs) and handle long days as required.

### **To Apply**

Email cover letter & resume with subject line: ProLog Coordinator, attention: Hiring Committee to [info@tiicma.com](mailto:info@tiicma.com).