TIME FAMILY OF WINES

evolve SPARKLING HOUSE | CHRONOS | OROLO RESTAURANT + COCKTAIL BAR

LOGISTICS & WAREHOUSE COORDINATOR

Location: Penticton, BC
Job Type: Part-Time (24–40 hours per week depending on season and operational requirements)
Compensation: $26.00–$29.00 per hour, based on experience
Reports To: Controller

ABOUT TIME FAMILY OF WINES

TIME Family of Wines is one of British Columbia's leading wine producers, dedicated to creating exceptional wine experiences through our wineries, tasting rooms, wine club, and distribution network. We believe that a great wine experience starts behind the scenes with positions such as this.

We are seeking a highly organized and hands-on Logistics & Warehouse Coordinator to own inventory movements, shipping operations, order fulfillment, and warehouse logistics across multiple locations.

You'll be the person the company relies on to ensure our products are in the right place, at the right time, every time.

You'll have the autonomy to build better processes, solve problems, and make a meaningful impact on the success of one of British Columbia's leading wine companies.

OWN THE FLOW OF PRODUCTS ACROSS OUR BUSINESS

The Logistics & Warehouse Coordinator plays a critical role in ensuring wine products move accurately, legally, efficiently, and on time from our warehouse and production facilities to customers, retail partners, distribution centres, and tasting rooms. This position is responsible for:

- Shipping coordination
- Inventory management
- Warehouse organization
- Logistics planning
- Optimizing costs and improving operational efficiency

The position is expected to average approximately three days per week, with additional hours available during peak periods such as Wine Club shipments, harvest, special events, and seasonal business demands.

WHAT SUCCESS LOOKS LIKE

- Inventory is accurate and reliable.
- Orders are fulfilled on time and without errors.
- Warehouse operations run smoothly and efficiently.
- Shipping costs are managed proactively.
- Team members trust the inventory data and logistics processes.
- Customers, partners, and tasting rooms receive products when they need them.

QUALIFICATIONS

• Experience in logistics, warehouse operations, shipping coordination, inventory control, or supply chain operations.
• Strong organizational skills with exceptional attention to detail.
• Ability to prioritize multiple tasks and meet deadlines in a fast-paced environment.
• Proficiency with Microsoft Office and inventory/order management systems.
• Valid Class 5 Driver's License with a clean driving record.

COMPENSATION & BENEFITS

• $26.00–$29.00 per hour based on experience.
• Employee Assistance Program (EAP).
• Employee wine discounts.
• Flexible schedule with approximately 3 days per week.
• Opportunity for additional hours during peak periods.
• Professional development and growth opportunities.
• Supportive and collaborative team environment.

If you enjoy taking ownership, improving systems, solving problems, and seeing the tangible results of your work every day, we'd love to hear from you.

Apply today and help deliver exceptional wine experiences from our warehouse to our customers.