



Fishing
means
the world
to us.™

We're Hiring

Fleet Supply Coordinator

Ocean Choice International (Ocean Choice) is one of Atlantic Canada's most diversified seafood companies, sustainability producing and marketing a full range of shellfish, groundfish and pelagic species. All of this would not happen without our people working right here at home. At Ocean Choice we're all about families, connected to each other and our communities.

We are seeking a reliable and detail-oriented **Fleet Supply Coordinator** to support the efficient handling, preparation, and shipment of vessel orders and warehouse inventory. The successful candidate will play a key role in ensuring materials are processed accurately, delivered on schedule, and handled in accordance with company safety and operational standards.

Responsibilities

Reporting to the Fleet Purchasing Manager, the Fleet Supply Coordinator is responsible for the following:

- Support the Purchasing Manager in the processing of vessel orders including issuing Request for Quotes (RFQs) , obtaining approvals and preparing purchase orders.
- Receive, process, and package vessel orders in accordance with established procedures, ensuring all required documentation is complete and accurate, including packing slips, purchase order numbers, and vessel order records.
- Coordinate order preparation to ensure timely delivery aligned with vessel landing and shipping schedules, while maintaining a high level of accuracy and attention to detail.
- Package and prepare vessel orders for shipment, including boxing, labeling, and palletizing products for transport.
- Maintain inventory of packaging supplies and fleet fishing gear.
- Assist warehouse staff in loading and unloading trucks and courier deliveries as required.
- Maintain a clean, organized, and safe work environment by following housekeeping standards and removing debris or obstacles that may impact operations or traffic flow, and by identifying and removing hazards where possible.

- Adhere to all applicable workplace health, safety, and regulatory requirements, including participation in required safety training and prompt reporting of incidents or hazards to ensure a safe workplace for employees and visitors.
- Perform additional duties as assigned to support warehouse and operational needs.

Qualifications

- 2–5 years of experience in purchasing, preferably with a technical or warehouse background.
- Working knowledge of computer systems, inventory control processes, and warehouse operations.
- Must hold, or be willing to obtain, a forklift operator's permit.
- Self-motivated and results-oriented, with the ability to work independently and manage priorities effectively.
- Strong interpersonal and teamwork skills, with the ability to work effectively in a collaborative environment.

We offer a competitive salary and benefit package. Salary will be commensurate with qualifications and experience.

Interested candidates should apply, in writing to hr@oceanchoice.com or mail resumes on or before June 19, 2026.

Ocean Choice International
Attention: Human Resources
1315 Topsail Road
St. John's, NL
A1B 3N4

Ocean Choice is an equal opportunity employer.