



Fishing
means
the world
to us.™

We're Hiring

Logistics and Sales Support Coordinator

Ocean Choice International (Ocean Choice) is one of Atlantic Canada's most diversified seafood companies, sustainably producing and marketing a full range of shellfish, groundfish, and pelagic species. Our success is driven by the people who work right here at home. At Ocean Choice, we value family, strong connections, and the communities where we live and operate.

We are currently accepting applications for a 6-month temporary position as **Logistics and Sales Support Coordinator** at our head office in St. John's, NL. This highly organized and detail-oriented individual will support the coordination of customer orders and export activities from order entry through shipment, while ensuring accuracy and compliance with customer, customs and regulatory requirements.

Responsibilities

- Process customer sales orders, stock transfers and invoices accurately and in a timely manner.
- Coordinate transportation, shipment details and related communication with customers, carriers and internal teams.
- Prepare and maintain customs, export and shipping documentation, including Catch Certificates and other fisheries-related documentation.
- Communicate with the Department of Fisheries and Oceans (DFO) regarding catch and export documentation requirements.
- Prepare and submit Export Product Requests (EPRs) through the Canadian Food Inspection Agency (CFIA).
- Maintain accurate records and documentation related to customer orders, shipments and export requirements, and assist with resolving related issues.
- Provide administrative and coordination support to the Logistics Department as required.

Qualifications

- Strong organizational skills, attention to detail, and the ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Excellent written and verbal communication skills, with the ability to work accurately with detailed documentation and regulatory requirements.

- Experience in logistics, export documentation, customer service, or regulatory compliance would be considered an asset.
- Experience in the seafood industry or with fisheries-related export requirements would be considered an asset.
- Proficiency with Microsoft Office applications.

Attention to detail is critical in this role, as accuracy in customer orders, export, customs and regulatory documentation directly impacts customer service, shipment timelines and compliance requirements.

Salary will be commensurate with qualifications and experience. An excellent benefits package is available.

Interested candidates should apply, in writing, to hr@oceanchoice.com or mail resumes by

Wednesday, September 30, 2026

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

Ocean Choice is an equal opportunity employer.