

Job Posting

**Assistant Equipment
Manager/Warehouse Coordinator –
Vancouver, BC**

Hourly Range: \$20.00–\$25.00 per hour

Full-Time, Permanent

Posting Date: August 4, 2026

About Avera

At Avera, our people are the foundation of every client experience we deliver. The Assistant Equipment Manager/Warehouse Coordinator plays a critical role in supporting our continued growth and ensuring we maintain the high standards our client expect.

Reporting to the Venue Operations Manager, you will oversee daily warehouse operations for Avera Audiovisual at the **Vancouver Convention Centre**, coordinate equipment management, ensure efficient order fulfillment and review and coordinate shipping logistics. A keen eye for detail will be required and a drive to maintain a safe, organized, and productive warehouse environment is required. Working with a dynamic crew of professionals in a fast paced, sometimes stressful environment will require patience, professionalism, and a high level of internal customer service.

Qualified and interested applicants are encouraged to apply with their resume to:
jobs@proshow.com

What You'll Lead

- Developing Daily and Weekly Operations Plans (Short term outlook)
- Daily Prep and De-Prep Operations
- Manage Warehouse Support Staff in Prep, De-Prep and Projects
- Equipment Testing, Light Repair & Maintenance
- Equipment Cleaning
- Equipment Inventory and Receiving Oversight
- Supervision and Management of Staff and Subcontractors Working for Proshow
- Facility Maintenance and Cleaning (Managing Waste Disposal and Recycling, Venue Interactions, General Janitorial Duties if Required)
- Proshow Storage Rooms and Office Cleaning (Sweeping, Organization, etc.)
- Storage Room/Office Maintenance & Projects (Shelving, Light Construction, etc.)
- Ensure Proshow Standards of Safety, Professionalism and Technical Excellence are Met or Exceeded at All Times



Job Requirements

- Proven experience working in a venue environment with familiarity in warehouse operations (3 years).
- Hands-on experience with shipping & receiving procedures and order fulfillment processes.
- Physical ability to perform heavy lifting and perform tasks requiring manual dexterity for packaging or load/unload activities.
- Prior experience with warehouse experience including order picking, packaging, load & unload activities are highly desirable.

Total Compensation and Benefits

This ranges between **\$20 and \$25/hour, based on experience** and includes:

- Paid time off
- Comprehensive extended health, dental, vision and wellness benefits plan
- Registered Retirement Savings Plan (RRSP)
- Employee and Family Assistance Plans
- Flexible working arrangements

Why Join Avera?

At Avera, you'll be part of a people-first culture that values growth, supports career development, and empowers our teams to make a local impact while contributing to a national organization. Our culture is built on three core values:

- Integrity – We do what we say. We build trust through reliability, honesty, and keeping our commitments to clients and one another.
- Authenticity – We show up as ourselves. We value diverse perspectives and create an environment where people can thrive as their true selves and through teamwork.
- Accountability – We own our results. We take pride in our work, support one another, and are empowered to make a meaningful impact every day.

