

Town of Caledon

make a difference



Job Title: Coordinator, Inventory Control
Closing Date: February 3, 2025, at 12:00 PM EST

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence. In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can make a difference.

The Opportunity: Contract up to 12 Months

Reporting directly to the Supervisor, Fleet, this role is responsible for all aspects of inventory control as it relates to parts and materials within Fleet Services. You will ensure timely and accurate inventory tracking, manage purchase orders, and coordinate with vendors. You will be responsible for managing inventory and ensuring compliance with Town policies and procedures. As the Coordinator, Inventory Control, you will perform the following duties, including but not limited to:

- Ensure ordered parts/materials are properly received into the Town's digital Fleet Management System and assigned to the appropriate department and work order
- Issue, track, code, and close-out purchase orders for parts/materials while monitoring delivery schedules for accuracy and timeliness
- Reconcile invoices and pricing of goods with packing slips, addressing discrepancies with vendors and within the Fleet Management System
- Track Fleet Division's inventory and maintain correlation with physical stock and the Fleet Management System, ensuring inventory is well-organized and safe
- Assist with the delivery and/or pick-up of goods from vendors, ensuring timely and accurate transportation
- Provide feedback and recommendations to support inventory control improvements and maintain appropriate stock levels
- Support other divisions within Public Works with inventory control duties as required
- Assist in sourcing and obtaining vendor quotations
- Undertake special projects and additional duties as assigned

The Ideal Candidate

We are



6311 Old Church Road
Caledon, ON L7C 1J6
www.caledon.ca

T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4542

seeking a detail-oriented professional with a post-secondary degree/diploma in Business, Business Administration, Asset Management, Mechanical Engineering Technology, or a closely related field. Our ideal candidate has 1-3 years of fleet inventory control or fleet stores experience and a demonstrated ability to manage inventory processes.

The ideal candidate will have demonstrated customer service excellence, a superior ability to organize inventory processes, and excellent problem-solving skills.

The successful candidate for Coordinator, Inventory Control will be required to work a flexible schedule, including in the office, remotely, and after hours (as required).

This position offers a salary range of \$76,870.97 to \$96,088.72, plus a competitive benefits package.

Satisfactory passing of a vulnerable sector check or criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **February 3, 2025, 12:00 PM EST.***

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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