



## **Purchasing and inventory management coordinator**

**Posted by Habitat Ideas Inc**

**Posting Date :** 12-Nov-2025

**Closing Date :** 11-May-2026

**Location :** Windsor

**Salary :** \$36.50 Per Hour

### **Job Requirements**

- **Education:** College
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2483215

### **Job Description:**

## **Business Description**

Habitat Ideas Inc. is an e-commerce fulfillment and logistics company operating from its warehouse facility in Windsor, Ontario. The company manages order processing, cross-border logistics, warehousing, and product distribution for a variety of online retail channels. We value efficiency, accuracy, and excellent customer experience. As we continue to expand, we are seeking a Purchasing and Inventory Management Coordinator to support warehouse operations and ensure seamless flow of goods.

**Position:** Purchasing and Inventory Management Coordinator

**Wage:** \$36.50 per hour

**Terms of Employment:** Permanent Full Time, 37.5 hours per week

**Languages:** English

**Education :** College, CEGEP or non-university diploma (1–2 years)

**Experience:** 2–3 Years

## **Duties**

- Compile and process orders and instructions received from customers
- Develop specific plans to prioritize workflow
- Organize and schedule tasks to accomplish daily operational goals
- Oversee operational logistics of the organization
- Plan and coordinate transportation, warehousing, and dispatch activities
- Perform routine clerical duties and documentation
- Prepare and submit operational and inventory reports
- Organize warehouse and work areas for optimal efficiency
- Maintain inventory control and stock levels
- Monitor inbound/outbound shipments and track delivery status
- Follow up on work orders and resolve issues
- Provide customer service regarding shipment status and logistics inquiries
- Ensure compliance with cross-border dispatching regulations and practices
- Perform general office duties including email management and data entry
- Maintain and update progress logs, shipping records, and internal databases

## **Work Conditions and Physical Capabilities**

- Fast-paced environment
- Work under pressure
- Tight deadlines
- Attention to detail
- Ability to work independently
- May handle weights of up to 9 kg (20 lbs), 13.5 kg (30 lbs), and occasionally 23 kg (50 lbs)
- May require early morning, morning, on-call, or weekend availability

### **Technical Skills**

- Mapping and data visualization software
- Word processing and spreadsheet software
- Database software
- Electronic mail and internet applications
- MS Office Suite (Outlook, Excel, PowerPoint, Word, Access, Windows)
- E-commerce platforms
- HACCP knowledge (asset)

### **Certificates / Licences**

- WHMIS Certificate

### **Personal Suitability**

- Client focus
- Efficient interpersonal skills
- Excellent oral and written communication
- Flexibility
- Organized
- Reliability
- Accuracy
- Initiative
- Analytical and proactive

**Anticipated Start Date:** As soon as possible

### **Business Address & Location of Work**

Habitat Ideas Inc.  
3041 Dougall Ave, Suite 144

Windsor, Ontario  
N9E 1S3

Phone: 647-685-2086  
Email: [hr@habitatideas.com](mailto:hr@habitatideas.com)

### **How to Apply**

E-mail: [hr@habitatideas.com](mailto:hr@habitatideas.com)  
No phone calls regarding the job offer, please.  
Only selected candidates will be contacted for an interview.

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [hr@habitatideas.com](mailto:hr@habitatideas.com)**

**Posted on Disabled job Portal**