

Job Posting

Position:	Warehouse Coordinator
Reports to:	Supply Chain Manager
Position type:	Permanent Full-Time
Location:	North York, ON

ABOUT THORNHILL MEDICAL:

Thornhill Medical's ground-breaking products are designed to be used globally by emergency health care providers, humanitarian, and military medical teams. Thornhill's oxygen-focused research and applications are transforming patient care in extreme circumstances, while inspiring and enabling other new technologies to unlock vital life-saving solutions. Thornhill Medical's innovations are in 19+ countries including Ukraine. With a team committed to courage, collaboration and saving lives, Thornhill Medical leads the way in the nimble and precision-focused field of medical technologies.

POSITION SUMMARY:

The **Warehouse Coordinator** is responsible for the accurate receiving, inspection, storage, and organization of materials in the warehouse, ensuring inventory accuracy and compliance with quality and regulatory requirements. The role supports production and customer needs by maintaining material availability, performing cycle counts, and preparing goods through picking, staging, and packing for shipment. All warehouse and receiving transactions are recorded in the ERP system to ensure accuracy and traceability.

DUTIES & RESPONSIBILITIES:

Warehouse Organization & Inventory Management:

- Stores materials and equipment in assigned locations, ensuring each item is properly labeled and placed according to 5S and Visual Management principles.
- Maintains high inventory accuracy by verifying and recording quantities, serial numbers, lot numbers, and expiry dates in the ERP system.
- Fulfills and delivers work orders and inventory requests promptly, ensuring traceability and correctness of materials.
- Performs regular cycle counts and resolves inventory discrepancies to maintain alignment between physical stock and system records.
- Accurately registers all inventory transactions (receipts, issues, transfers) in the ERP system, with detailed tracking of part identifiers, quantities, serials, and lots.
- Complies with health and safety regulations to ensure a safe warehouse environment.
- Establishes and updates warehouse processes and procedures to support consistency, efficiency, and compliance.
- Collaborates with cross-functional teams to support operational and quality initiatives.

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- Generates reports on materials with expiry dates, including usage, disposal, and inventory levels.
- Ensures regulatory compliance for materials with expiry dates and dangerous goods.
- Closes work orders and ensures materials are correctly staged and recorded for shipment.
- Reviews sales orders and confirms that materials are physically and systemically ready for dispatch.
- Continuously improves warehouse documentation and practices to support operational excellence.

Receiving:

- Receives incoming shipments and verifies accuracy against packing lists and purchase orders.
- Records all receiving transactions in the ERP system, including quantities, serial numbers, lot numbers, and expiry dates.
- Ensures proper labeling and traceability of received materials.
- Communicates any discrepancies to the appropriate teams for resolution

Inspection:

- Performs visual and dimensional inspections of incoming materials and components using appropriate tools (e.g., calipers, micrometers, gauges).
- Reviews supplier documentation including Certificates of Conformance, Material Safety Data Sheets (MSDS), and inspection reports.
- Maintains inspection equipment and ensures calibration is up to date.
- Identifies and reports non-conforming materials; initiates and supports the non-conformance process (NC).
- Records inspection results and maintains accurate documentation in accordance with company procedures.

Packing & Shipping:

- Physically prepares goods for outbound shipments, including packing, labeling, and ensuring readiness for carrier pickup.
- Supports the Logistics Specialist by ensuring shipments are physically ready on time.

Other:

- Considers quality in all aspects of the job, adheres to procedures and norms, and maintains high standards of quality in warehouse operations.
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- Degree or diploma in Logistics, Supply Chain Management, or a related field (preferred).
- 2–3 years of experience in a warehouse or materials management environment (medical device industry preferred).
- Experience working with government contracts, ensuring compliance with ISO 13485 standards, would be an asset.
- Experience with inventory management software and ERP Systems.
- Knowledge and hands-on experience with dangerous goods handling and regulations.

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- knowledge and working experience of dangerous goods logistics and regulations.
- Experience using pallet jacks and other basic material-handling equipment.
- Familiarity with quality control processes and use of inspection tools and techniques.
- Experience working with government contracts and ISO 13485 compliance (is an asset).
- Experience using quality inspection tools and techniques.
- Exposure to 5S and Lean practices in supply chain or warehousing (is an asset).

SKILLS & KNOWLEDGE:

- Proficiency in coordinating warehouse operations, including receiving, storage, inventory control, picking/packing, and shipping support.
- Strong understanding of inventory management principles (FIFO, LIFO, JIT) and ability to maintain optimal stock levels.
- Knowledge of quality control processes, health & safety procedures, and handling of dangerous goods.
- Familiarity with 5S and Lean supply chain practices (asset).
- High attention to detail with strong organizational, planning, and multitasking skills under multiple deadlines.
- Effective verbal and written communication; ability to collaborate across cross-functional teams.
- Self-directed and adaptable, able to work independently or as part of a team in changing priorities.
- Strong computer skills, including Microsoft Office (Excel, Word, PowerPoint) and proficiency with ERP systems
- Ability to safely operate basic material-handling equipment (pallet jacks/pump trucks) and perform tasks requiring lifting and moving heavy materials.

OTHER REQUIREMENTS:

- Primarily warehouse environment and exposure to production work rooms and office when required.
- Lifting (up to 50 pounds) and bending.

Thornhill Medical welcomes and encourages applications from all qualified people, including those with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest, however, only those selected will be invited for an interview.