



STEVCON Packaging & Logistics Ltd.

Locally Invested in Bruce / Grey / Huron Counties • Provincially Connected

January 8, 2026

Project and Warehouse Coordinator -Full Time

Location: Cambridge, Ontario

Hours: Monday to Thursday 7:00 a.m. – 4:00 p.m., Friday 7:00 a.m. to 1:00 p.m.

Reports to: Vice President

Salary: Starting at approximately \$50,000 annually, based on experience

About STEVCON

Since 1990, StevCon and its affiliates have delivered end-to-end packaging and logistics solutions across commercial, industrial, and health-care sectors. We design and supply reusable packaging in support of our net-zero 2030 goal, and we lead in medical isotope packaging that meets strict regulatory standards. We are 50% female-owned, committed to diversity and inclusion, and actively engaged with the communities where we operate, including ongoing support for the Saugeen Ojibway Nation.

We are proud to be 50% female-owned, deeply committed to diversity and inclusion, and actively engaged with the communities where we operate, including ongoing support for the Saugeen Ojibway Nation.

With over 30 years of trusted service, we continue to grow by providing reliable and innovative solutions that meet the needs of our clients in the commercial, industrial, and healthcare sectors.

The Role

The Warehouse and Project Coordinator plays a key role in ensuring smooth day-to-day warehouse operations while supporting project planning, execution, and communication. This hybrid role is ideal for someone who enjoys organizing physical inventory, coordinating logistics, and keeping projects on track through structured documentation and follow-through.

Key Responsibilities

Warehouse Operations

- **Oversee daily warehouse activities including receiving, picking, packing, and shipping.**
- **Maintain accurate inventory records through regular cycle counts and reconciliation.**
- **Coordinate inbound and outbound logistics with carriers, suppliers, and internal teams.**
- **Ensure proper storage, labeling, and organization of materials and equipment.**
- **Monitor warehouse safety practices and support compliance with company policies and regulations.**
- **Operate warehouse equipment such as forklifts or pallet jacks (if applicable).**



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Project Coordination

- Support project planning and scheduling by preparing timelines, task lists, and resource needs.
- Track project progress and follow up with team members to ensure deadlines are met.
- Prepare project documentation including reports, meeting notes, and status updates.
- Assist with procurement by sourcing materials, obtaining quotes, and coordinating deliveries.
- Communicate with internal and external stakeholders to ensure alignment on project requirements.
- Identify and escalate project risks or delays to management.

Qualifications

- Experience in warehouse operations, logistics, or supply chain (1–3 years preferred).
- Experience in project coordination or administrative support.
- Strong organizational and multitasking skills with attention to detail.
- Proficiency with inventory systems and project management tools (e.g., Excel, ERP, Asana).
- Ability to lift and move materials as required by warehouse tasks.
- Excellent communication skills and the ability to work cross-functionally.
- Forklift certification

Key Competencies

- Problem-solving mindset
- Time management
- Team collaboration
- Adaptability in a fast-paced environment
- Ownership and accountability
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Compensation & benefits

- Salary: Starting at \$50,000 annually, based on experience
- Hours: Full-time, Monday to Thursday-7:00 am to 4:00 pm, Friday 7:00 am to 1:00 pm
- Benefits: Comprehensive benefits package following a three-month probationary period
- Location: Cambridge- In area of Dobbie Drive
- Work Environment: Stable role in a Canadian-owned company at the forefront of packaging and medical isotope logistics, with a collaborative and supportive team culture

To apply

Please send your resume to:

- Matt Warwick-mwarwick@stevconpackaging.com
- Sarah Harbottle- sharbottle@stevconpackaging.com