

Job Posting

Procurement & Product Development Coordinator

Ontario, Canada(Office & Garage Furniture)

Location: Markham (GTA, Ontario)

Industry: Office Furniture, Garage Storage, Steel & Wooden Furniture

ERP: Oracle NetSuite

Company Overview

Ceha Canada Inc. is a leading provider of high quality, fast and flexible office furniture solutions. We pride ourselves on our ability to innovate and produce solutions for our clients, both in our service and award-winning product design. We believe in the principle of environmental sustainability, reducing our carbon footprint in all aspects of the production stages as we ensure continuous improvement. Our team is committed to providing exceptional service, support, and solutions that meet our clients' needs and expectations and fostering long-term loyalty to the company's products or services.

Position Summary

The Procurement & Product Development Coordinator is responsible for leading procurement, strategic sourcing, supplier management, purchasing operations, inventory planning, and supply chain activities for office furniture and garage storage products within the Canadian and U.S. markets. The role focuses on sourcing qualified suppliers, negotiating commercial agreements, managing inventory and replenishment activities, coordinating imports, and ensuring products meet quality, regulatory, and customer requirements. The position also supports product development initiatives by coordinating with suppliers and manufacturers on specifications, testing, and market requirements.

Key Responsibilities

Procurement & Strategic Sourcing

- Lead procurement and sourcing activities for office furniture, steel lockers, wooden furniture, and garage storage products.
- Identify, evaluate, qualify, and manage domestic and international suppliers.
- Prepare and administer RFQ, RFI, and RFP processes for new and existing products.
- Negotiate pricing, contracts, payment terms, lead times, and service agreements with suppliers.
- Establish and maintain strong supplier relationships to ensure quality, cost-effectiveness, and supply continuity.

- Monitor supplier performance and implement corrective actions where required.
- Conduct market research to identify sourcing opportunities and alternative suppliers.
- Support supplier onboarding, qualification, and compliance activities.

Purchasing & Inventory Management

- Manage purchasing activities and replenishment planning using Oracle NetSuite.
- Generate and maintain purchase orders and supplier agreements.
- Monitor inventory levels and coordinate replenishment activities to support business requirements.
- Analyze inventory trends and recommend actions to optimize stock levels and reduce carrying costs.
- Collaborate with Sales and Operations teams to align purchasing activities with forecasted demand.

Supply Chain & Trade Compliance

- Coordinate inbound shipments from international suppliers and manufacturers.
- Conduct landed cost analysis, including freight, duties, tariffs, brokerage, and logistics expenses.
- Ensure compliance with Canadian and U.S. import/export regulations and trade requirements.
- Maintain knowledge of tariff classifications, customs documentation, and trade compliance requirements.
- Work closely with freight forwarders, customs brokers, and logistics providers to ensure timely deliveries.

Supplier Quality & Compliance

- Coordinate supplier quality initiatives and product testing requirements. Support product certification and compliance activities, including BIFMA, GREENGUARD, and other customer requirements.
- Review supplier quality documentation, certifications, and audit results.
- Support responsible sourcing initiatives and supplier compliance programs.
- Coordinate corrective actions with suppliers when quality or compliance issues arise.

Product Development Support

- Coordinate with overseas manufacturers regarding product specifications, prototypes, technical documentation, and pricing.
- Support product launches by facilitating communication between suppliers, Sales, Operations, and other stakeholders.
- Assist with technical reviews of customer requirements, tenders, and product specifications.
- Support product customization and continuous improvement initiatives.

Qualifications:

- **Education:** Bachelor's degree in

Supply Chain Management, Business Administration, Procurement, Operations Management, Engineering, or related field

- **Experience:** Minimum 5–7 years

of experience in procurement, strategic sourcing, supply chain operations, or purchasing within the furniture manufacturing or distribution industry

- **Licenses & Credentials:**

PMAC/SCMP designation considered an asset, experience with Oracle NetSuite ERP strongly preferred

- **Language Knowledge:** Fluent in

English (written and verbal)

Must-have: Strong knowledge of procurement processes, supplier negotiations, landed costing, import/export compliance, inventory management, and RFQ/RFP administration for the Canadian and U.S. markets. Experience coordinating with overseas suppliers and manufacturers is required.

Pay Rate: \$ 40 CAD hourly – 35 hours per week

Group benefit package including dental, vision and health benefit

Application Process

Interested candidates are invited to submit their resume and cover letter for consideration.

Applications can be sent directly to hr@cehacanada.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.