



POSITION: Part Time Stock Coordinator
DEPARTMENT: GLOW clothing boutique
REPORTS TO: Senior Manager, GLOW
LOCATION: Onsite at 44 Mobile Drive, Toronto
SALARY: \$20.19 per hour
SCHEDULE: Monday to Friday
EXPECTED HOURS: 27.5 hours per week
APPLICATION DEADLINE: February 2, 2026

New Circles is a Toronto-based charity dedicated to providing free clothing, pre-employment skills training, and settlement services to individuals and families in need, with a focus on empowering newcomers to Canada. Founded in 2005 by Cindy Blakely with the guiding principle of offering a hand up, not a hand-out, New Circles has grown from a small grassroots effort into a vital community hub that supports more than 30,000 clients annually.

We are looking for an organized and detail-oriented individual to join us as a Stock Coordinator. You should primarily be able to manage the stock management processes in a smooth manner. As a Stock Coordinator, you should have complete knowledge of the inventory processes and familiarity with health and safety practises. Moreover, you should possess excellent analytical skills and strong problem-solving abilities.

The ideal candidate is an engaging, professional who appreciates the challenges of equity-seeking clients and is committed to assisting them with dignity and respect in securing the necessities that might put them on a path towards greater empowerment.

Please note there is an emphasis on manual labour for this position.

KEY HARD AND SOFT COMPETENCIES

<ul style="list-style-type: none">• Strong and fit• Excellent customer service• Welcoming• Maintains confidentiality and boundaries• Reliable• Compassionate• Quick learner	<ul style="list-style-type: none">• Personable• Time management• Team oriented• Problem solver• Keen and curious• Shows initiative• Professional• Able to work independently
---	---

DUTIES

Job Responsibilities

- Managing on-site storage and external storage facilities
- Coordinating and handling incoming inventory



- Identifying and resolving any issues in the inventory management and processes
- Researching and developing ways to improve inventory management processes
- Reviewing and making recommendations for call-outs for donations
- Ensure all donations are weighed and documented
- Adhere to all health and safety guidelines
- Leading the drop off of large scale donations
- Examining if the supplies received are as per the commitment
- Categorize inventory and complete inventory tracking
- Work closely with the client service team to resolve issues and ensure that supply is able to meet demand
- Escalate issues to Senior Manager when necessary
- Follows all company policies and procedures.
- Perform inventory checks of all donations twice a year.
- Ensuring all documentation related to inventory flows is complete, accurate and filed correctly
- Ensuring all Kidney Foundation bags and recycling boxes are appropriately stored
- Must adhere to the policies of client, volunteer and donor interactions and step in for the store associates when necessary

Physical Labour

- Ability to lift up to 60 pounds
- Unloading heavy clothing donations
- Transferring heavy bags between containers
- Doing unpacking and general labour duties
- Some furniture movement (racks, displays, tables, etc.)

EDUCATION AND TRAINING REQUIRED

- Intermediate computer literacy (e.g. familiarity with data bases such as SUMAC, OCMS, MS Applications)
- CLB 5 and up
- G class driver license
- Preference for candidates with experience in the social services sector
- As well, a second language would be an asset (e.g. Spanish, Farsi, Arabic, Ukrainian)

APPLICATION

If you meet the requirements and want to join a small but mighty team, please send your resume to Senior Manager GLOW, Hunaina Kamran at hunaina@newcircles.ca

Thank you for your interest in this position but only candidates selected for an interview will be contacted.