



**TURF CARE**  
Helping your business grow.



## Inventory/Purchasing Clerk

### **About Us**

Join the Turf Care family and discover an engaging work culture, with an award-winning organization where you can learn and grow to your full potential.

Turf Care's foundation and success has been built on strong relationships and the talent, knowledge, and quality of our team. We are committed to the support and growth of our employees and fostering a culture that offers challenging, stimulating and rewarding opportunities.

For 50 years, Turf Care Products Canada, a privately owned company, has been a leading distributor of best-in-class equipment, irrigation products, and service to golf courses, municipalities, and landscapers. Turf Care is proud to have been named one of **Canada's Best Managed Companies for four consecutive years, achieving Gold Standard recognition**. Learn more about us at [www.turfcare.ca](http://www.turfcare.ca).

### **The Opportunity**

We are currently seeking a detail-oriented and proactive Inventory / Purchasing Clerk to join our team. This position is based out of our Newmarket, Ontario office and reports directly to the Director of Purchasing.

In this role, you will play a key part in supporting sales objectives by ensuring accurate inventory management, timely purchasing coordination, and strong vendor relationships. You will work collaboratively with internal teams, vendors, and supply chain partners to help maintain optimal inventory levels while managing costs and resolving discrepancies efficiently.

### **Key Responsibilities**

- Maintain strong relationships with vendors and follow up on inbound shipments and delays
- Track, update, and maintain accurate inventory and product data in the system
- Verify and input data, including new product setup
- Investigate and resolve inventory discrepancies in collaboration with internal teams
- Perform inventory adjustments and support inventory control processes
- Provide backup support to Purchasing and Inventory functions as needed
- Ensure high levels of internal and external customer service

### **What You Bring**

- Strong attention to detail and organizational skills
- Excellent communication and problem-solving abilities
- Ability to manage multiple priorities in a fast-paced environment
- Proficiency with computer systems and data entry
- Experience in inventory, purchasing, or supply chain is considered an asset

### **Why Join Turf Care:**

- Competitive compensation package with a base salary, along with a company performance bonus.
- Comprehensive benefits package, including health and dental insurance, a Health Care Spending Account, RSP matching, a Health and Wellness Reimbursement program, and social events.
- Ongoing training and professional development opportunities to enhance your skills and advance your career.
- A supportive and collaborative work environment where your contributions are valued and recognized.