

Expired



Inventory Clerk

Posted by Bluewater Recycling Inc

Posting Date : 02-Sep-2025

Closing Date : 01-Mar-2026

Location : Bedford

Salary : \$24.00 Per Hour

Job Requirements

- **Education:** Secondary (high) school graduation certificate
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ2919368

Job Description:

inventory clerk

Company name: Bluewater Recycling

Job details

23 Bluewater RdBedford, NS
B4B 1G8

On site

24.00 hourly / 40 hours per week

Permanent employment

Full time

Evening, Shift, Flexible hours, Morning, Night, Day

Starts as soon as possible

2 vacancies

Job Bank #3336041

Overview

Languages

English

Education

Secondary (high) school graduation certificate

Experience

1 year to less than 2 years

On site

Work must be completed at the physical location. There is no option to work remotely.

Work site environment

Non-smoking

Work setting

Industrial facility or establishment

Responsibilities

Tasks

Complete sales transactions
Keep shop and warehouse clean
Perform routine clerical duties
Pick up and deliver materials
Prepare price quotations
Process files and paperwork
Provide customer service
Provide information on available materials
Calculate costs of orders
Charge or forward invoices to appropriate accounts
Complete and process international purchase orders
Obtain price quotations from catalogues and suppliers
Prepare and maintain purchasing files, reports and records
Prepare purchase orders
Process purchases
Resolve delivery and other problems with suppliers
Review requisition orders for accuracy
Set up and maintain inventory control system
Verify stock availability from current inventories
Compile inventory reports
Conduct quality control
Dispose of and account for outdated stock
Liaise with Canada Customs
Maintain stock rotation
Monitor inventory levels of issued materials and stocks
Pack items for shipping and distribution
Place stock on shelves
Prepare inventory costs, retail pricing and profit reports
Prepare requisition orders to replenish stock
Reconcile physical inventories with computer counts
Record the quantity, type and value of stock on hand using computerized or manual inventory system

Unpack goods received
Verify receipts and packing slips

Experience and specialization

Computer and technology knowledge

Accounting software
Database software
Electronic mail
Electronic scheduler
Inventory control software
MS Access
MS Excel
MS Word
Monitoring and tracking software
Spreadsheet
Word processing software

Additional information

Security and safety

Criminal record check

Work conditions and physical capabilities

Ability to distinguish between colours
Attention to detail
Bending, crouching, kneeling
Fast-paced environment
Handling heavy loads
Physically demanding
Repetitive tasks
Standing for extended periods
Tight deadlines
Work under pressure

Personal suitability

Client focus
Excellent oral communication

Excellent written communication

Organized

Reliability

Team player

Who can apply for this job?

The employer accepts applications from:

- Canadian citizens and permanent or temporary residents of Canada
- other candidates, with or without a valid Canadian work permit

How to apply

Direct Apply

By Direct Apply

By email

bluewaterrecycling@gmail.com

How-to-apply instructions

Here is what you must include in your application:

- Cover letter

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: bluewaterrecycling@gmail.com

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