



Inventory Clerk

Posted by: Bluewater Recycling

Posting date: 05-Mar-2025 **Closing date:** 01-Sep-2025

Education: Secondary High School

Language: English

Job location: Bedford

Salary: \$24 Per Hour

Years of Experience: 1 year

Vacancy: 2

Job Type: Full Time

Job id: CAJ7190894

Job description:

Inventory Clerk

by [Bluewater Recycling](#)

Job details

23 Bluewater Rd Bedford, NS
B4B 1G8

On site

24.00 hourly / 40 hours per Week

Permanent employment

Full time

Day, Evening, Flexible Hours, Morning, Night, Shift

Starts as soon as possible

2 vacancies

Job Bank #3249780

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- Dispose of and account for outdated stock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 to 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

Posted on canadianjobportal.com