



## 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

Expired

### 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- Dispose of and account for outdated stock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](mailto: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](mailto:bluewaterrecycling@gmail.com)**

---

**Posted on [canadianjobportal.com](https://canadianjobportal.com)**