



## inventory clerks supervisor

**Posted by:** Bluewater Recycling Inc

**Posting date:** 16-Apr-2025      **Closing date:** 13-Oct-2025

**Education:** Secondary High School

**Language:** English

**Job location:** Bedford

**Salary:** \$28.95 Per Hour

**Years of Experience:** Fresher (less than 1 year)

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ4848924

## Job description:

## inventory clerks supervisor

Verified

Posted on April 15, 2025 by [Bluewater Recycling](#)

### Job details

23 Bluewater Rd Bedford, NS

B4B 1G8

On site

28.95 hourly / 35 to 40 hours per Week

Permanent employment

Full time

Day, Early Morning, Evening, Morning, Shift, Weekend

Starts as soon as possible

1 vacancy

Job Bank #3283656

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### On site

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

### Green job



The employer stated that this position is a green job, because it involves tasks and responsibilities contributing to positive environmental outcomes and helping Canada achieve its net-zero target.

### Work setting

Warehouse

## **Responsibilities**

### **Tasks**

- Organize tasks to accomplish the work
- Oversee operational logistics of the organization
- Plan and organize operational logistics of the organization
- Co-ordinate activities with other work units or departments
- Prepare and submit reports
- Ensure smooth operation of computer equipment and machinery
- Arrange for maintenance and repair work
- Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality
- Train workers in duties and policies
- Conduct performance reviews
- Co-ordinate, assign and review work
- Requisition or order materials, equipment and supplies
- Organize and maintain inventory

### **Supervision**

- 3-4 people

## **Additional information**

### **Security and safety**

- Criminal record check

### **Work conditions and physical capabilities**

- Work under pressure
- Attention to detail

### **Personal suitability**

Accurate  
Flexibility  
Initiative  
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](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)

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**Posted on canadianjobportal.com**