



## Inventory Clerk

**Posted by:** Bluewater Recycling Inc

**Posting date:** 02-Sep-2025      **Closing date:** 01-Mar-2026

**Education:** Secondary (high) school graduation certificate

**Language:** English

**Job location:** Bedford

**Salary:** \$24.00 Per Hour

**Years of Experience:** 1 year

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5605118

### Job description:

### inventory clerk

Company name: Bluewater Recycling

### Job details

23 Bluewater Rd Bedford, 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- Dispose of and account for outdated stock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](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**