



Inventory Control Clerk

Posted by: Meeko Supermarket Inc.

Posting date: 04-Apr-2024 **Closing date:** 01-Oct-2024

Education: Secondary (high) school graduation certificate

Language: English

Job location: Wood Buffalo

Salary: \$Salary 24.50 to 34.50 hourly (To be negotiated) Per Hour

Years of Experience: 2 years

Vacancy: 2

Job Type: Full Time

Job id: CAJ4414259

Expired

Job description:

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 catalogs 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
Dispose of and account for outdated stock
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 a computerized or manual inventory system
Unpack goods received
Verify receipts and packing slips

Who can apply for this job?

Only apply to this job if:

- You are a Canadian citizen, a permanent or a temporary resident of Canada.
- You have a valid Canadian work permit.

If you are not authorized to work in Canada, **do not apply**. The employer **will not respond to your application**.

Address: 10012 Franklin Ave, Fort McMurray, AB T9H 2K6

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: theboisconsultants@gmail.com

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