



## **Inventory Clerk**

**Posted by Bluewater Recycling**

**Posting Date :** 05-Mar-2025

**Closing Date :** 01-Sep-2025

**Location :** Bedford

**Salary :** \$24 Per Hour

### **Job Requirements**

- **Education:** Secondary High School
- **Language:** English
- **Years of Experience:** 1 year
- **Vacancy:** 2
- **Job Type:** Full Time
- **Job ID:** DISJ6167716

### **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- Dispose of and account for outdated stock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

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## 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 Disabled job Portal**