

## **Inventory Clerk**

**Posted by Bluewater Recycling Inc** 

Posting Date: 02-Sep-2025

Closing Date: 01-Mar-2026

**Location**: Bedford

Salary: \$24.00 Per Hour

### **Job Requirements**

• Education: Secondary (high) school graduation certificate

• Language: English

• Years of Experience: 1 year

• Vacancy: 1

Job Type: Full TimeJob ID: DISJ2919368

## **Job Description:**

# inventory clerk

Company name: Bluewater Recycling

### Job details

23 Bluewater RdBedford, 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Dispose of and account for outdated stock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

### **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 refrence letter from your previous employer to the following email: bluewaterrecycling@gmail.com

Posted on Disabled job Portal