



# 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:** ABOJ5775522

## Job Description:

## Inventory Clerk

by [Bluewater Recycling](#)

**Job details**

23 Bluewater RdBedford, 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Dispose of and account for outdated stock  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)

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