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storekeeper

Posted by **Cozy Craft**

Job Details

Posting Date: 09-Dec-2024

Closing Date: 07-Jun-2025

Location: Sylvan Lake

Salary: \$29.85 to 33.00 Per Hour

Job Requirements

Education: Secondary (high) school graduation certificate

Language: English

Years of Experience: 1 year

Vacancy: 1

Job Type: Full Time

Job ID: YJ1261653

Job Description

Title: storekeeper

Employer: Cozy Craft

Address: 5004 50 Street Sylvan Lake,, AB,T4S 1M5

Wages: 29.85 to 33.00 hourly

Vacancies: 1 vacancy

Joining: As soon as possible

Employment type: Permanent employment, Full time

30 to 40 hours /week

Employment conditions: Day, Evening, Morning, Shift, Weekend

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.

Responsibilities

Tasks

- Answer telephone and relay telephone calls and messages
- Clean and maintain office, supply area or warehouse
- Conduct sales calls
- Perform general office duties
- Set-up displays of retail parts and accessories
- Address customers' complaints or concerns
- Advise on use and appropriateness of goods or parts
- Handle cash transactions
- Identify, label and catalogue items received
- Issue and distribute parts and supplies for internal use
- Maintain records on inventory control system
- Prepare and track work orders
- Prepare requisition orders to replenish parts and supplies
- Process incoming requisitions
- Receive, unpack and sort incoming parts, supplies and materials
- Ship, deliver or pick up parts, products or equipment
- Store items in warehouse, tool room or supply area

Benefits

Other benefits

- Free parking available

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

sharmainternational2017@gmail.com