



Inventory Clerk

Posted by: Bluewater Recycling Inc

Location: Bedford

Salary: \$24.00 Per Hour

Job ID: YJ2034227

Posting Date: 02-Sep-2025

Expiry Date: 01-Mar-2026

Education: Secondary (high) school graduation certificate

Language: English

Vacancies: 1

Experience: 1 year

Job Type: Full Time

Job Description

inventory clerk

Company name: **Bluewater Recycling**

Job details

23 Bluewater Rd
Bedford, 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

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- Dispose of and account for outdated stock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

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 reference letter from your previous employer to the following email: bluewaterrecycling@gmail.com

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