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# inventory clerks supervisor

**Posted by:** Bluewater Recycling Inc

**Location:** Bedford

**Salary:** \$30.25 Per Hour

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## Job Details

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**Job ID**

NCJ6994138

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**Posting Date :** 25-Dec-2025

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**Expiry Date :** 23-Jun-2026

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**Education :** Secondary High School

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**Language :** English

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**Vacancies :** 1

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**Years of Experience :** Fresher (less than 1 year)

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**Job Type :** Full Time

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## Job Description

### inventory clerks supervisor

Company Name: **Bluewater Recycling**

**Job details**

23 Bluewater Rd  
Bedford, NS  
B4B 1G8

On site

30.25 hourly / 35 to 40 hours per Week

Permanent employment  
Full time

Day, Early Morning, Evening, Morning, Shift, Weekend

Starts as soon as possible

1 vacancy

Job Bank #3283656

## Overview

### Languages

English

### Education

Secondary (high) school graduation certificate

### Experience

7 months to less than 1 year

### On site

Work must be completed at the physical location. There is no option to work remotely.

### Work setting

Warehouse

## Responsibilities

### Tasks

Organize tasks to accomplish the work  
Oversee operational logistics of the organization  
Plan and organize operational logistics of the organization  
Co-ordinate activities with other work units or departments  
Prepare and submit reports  
Ensure smooth operation of computer equipment and machinery  
Arrange for maintenance and repair work  
Resolve work problems, provide technical advice and recommend measures to improve productivity and product quality  
Train workers in duties and policies  
Conduct performance reviews  
Co-ordinate, assign and review work  
Requisition or order materials, equipment and supplies  
Organize and maintain inventory

### **Supervision**

3-4 people

## **Additional information**

### **Security and safety**

Criminal record check

### **Work conditions and physical capabilities**

Work under pressure

Attention to detail

### **Personal suitability**

Accurate

Flexibility

Initiative

Organized

Reliability

Team player

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## **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](mailto:bluewaterrecycling@gmail.com)

### **How-to-apply instructions**

Here is what you must include in your application:

- Cover letter

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**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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