Parts clerk

Grizzly Trucks

Job ID
48198

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LOCATION	DATE POSTED	EXPIRY DATE
3850 98 St NW, Edmonton, AB | Alberta	13-11-2025	07-05-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 36.05 Hourly	No Experience	Secondary (high) school graduation certificate

Job Details

Parts clerk
Grizzly Trucks

Job details
Location
Edmonton, AB
T6E 5V4
Work location On site
Salary
36.05 hourly / 30 to 40 hours per week
Terms of employment
Permanent employment
Full time
Starts as soon as possible
2 vacancies
Overview
Languages
English

Education
Secondary (high) school graduation certificate
Experience
Will train

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

Responsibilities
Tasks

Clean and maintain office, supply area or warehouse
Advise on use and appropriateness of goods or parts
Maintain records on inventory control system
Prepare requisition orders to replenish parts and supplies
Process incoming requisitions
Receive, unpack and sort incoming parts, supplies and materials
Sell spare and replacement parts
Ship, deliver or pick up parts, products or equipment
Store items in warehouse, tool room or supply area
Additional information
Work conditions and physical capabilities
Attention to detail
Bending, crouching, kneeling
Physically demanding
Repetitive tasks
Standing for extended periods
Work under pressure
Personal suitability
Client focus
Efficient interpersonal skills
Flexibility
Organized
Reliability
Team player
Who can apply for this job?
You can apply if you are:

a Canadian citizen
a permanent resident of Canada
a temporary resident of Canada with a valid work permit
Do not apply if you are not authorized to work in Canada. The employer will not respond to your application.

How to apply

By email
grizzlytrucksedmonton@hotmail.com
By mail
3850 98 St NW
Edmonton, AB
T6E 5V4

Advertised until
To be determined

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