Inventory Control (RSC/CFC) - Administrator Inventory Control (6 month contract)

Emplacement(s)	Winnipeg, Manitoba — Canada
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Bannière / langue du texte	Sobeys / EN
Statut	Temporaire

Texte intégral de l’offre

Be the Driving Force Behind Canada's Grocery Supply!

Embark on a rewarding career with Sobeys Inc., celebrated among Canada’s Top 100 employers, where your talents contribute to our commitment to excellence and community impact.

Join our innovative, fast-paced distribution centres and help deliver essential products to over 1,600 stores. With flexible schedules and a strong commitment to health and safety, you’ll play a vital role in keeping Canadians stocked with what they need most.

Ready to start fresh?

Support day-to-day shipping and receiving operations. Actively contribute to a positive, productive, and safe working environment.

Here’s where you’ll have an impact:

- Complete and release all scheduled orders out of EXE for selection
- Prepare and amalgamate load sheets
- Respond to all Customer Service enquiries on a timely manner as it pertains to order release
- Create Bills of Lading electronically or manually
- Work closely with Dispatch Team and Logistics to ensure that all delivery documentation is available for execution of on-time deliveries
- Maintain a clean and safe work environment as per company requirements
- Work within team to identify opportunities for continuous improvement
- Perform all other duties as assigned

What you bring to the table:

- Proficient use of Microsoft Office Suite (Outlook, Excel, Word, Access) with experience in EXE, SAP systems being an asset
- Aptitude for understanding new technologies
- Excellent interpersonal, teamwork and communication skills (written and oral)
- Proven time management, organization, and multi-tasking skills
- Integrity and adherence to standards, policy, and procedures
- Ability to Problem solve, multitask, and adapt to change
- Detail-oriented with the ability to effectively prioritize and execute tasks in a deadline driven environment
- Dependable, conscientious, and punctual
- Previous experience in shipping, dispatch, logistics, or warehouse operations will be considered an asset
- Post secondary Diploma or Equivalent Work Experience

- Experience in a team driven environment
- Physical work including frequent bending, lifting, and reaching
- Occasionally lift over 30 lbs
- Possible exposure to extreme temperatures
- Office environment
- Sitting for long periods of time; may involve walking or standing for brief periods of time
- Using a computer keyboard and mouse for long periods of time
- Various shifts including evenings and weekends

Learn more about our story and culture:

Who We Are | Why Work With Us

Total Rewards

We offer a Total Rewards package designed to support teammates at work and in life. Depending on role and eligibility, teammates may receive health and dental benefits, retirement and savings programs including an Employee Share Ownership Plan, a 10% in-store discount at participating banners, virtual healthcare and an Employee and Family Assistance Program, learning and development opportunities, parental leave top-up, and paid vacation.

Sobeys is committed to providing a compensation structure that is flexible, equitable and competitive in the market to enable performance and growth. To learn more about this opportunity including the expected range of compensation in accordance with Pay Transparency Legislation where required please click the “I’m interested” or "Apply" button above. Individual compensation is determined based on qualifications, experience, and internal equity within the range provided.

Additional Information

External websites may share our organization's job postings which includes compensation information based on similar roles and market benchmarks. These figures are provided for general comparison purposes only and are not issued or verified by our organization.

We may use Artificial Intelligence (AI) tools to support efficiencies in the candidate screening, assessment, and recruitment processes. These AI tools do not make hiring decisions on behalf of the Company. Hiring decisions are made by our Hiring Teams.

Sobeys is committed to creating accessible and inclusive hiring processes. We will work with applicants requesting accommodation at any stage of the recruitment process.

Please note: Successful candidates will be required to provide documentation to prove their legal ability to work in the position during the onboarding process. Documentation will be assessed by the employer prior to commencement of work.

Emplacements indiqués par la source

1800 Inkster Blvd, Winnipeg, MB R2X 2Z5, Canada

Consulter l’offre et postuler

Offre originale et candidature

Toutes les offres Sobeys

Qui nous sommes

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