Central Kitchen - Shipping/ Receiving - Clerk Production

Emplacement(s)	Rocky View County, Alberta — Canada
Publication / référence	2026-11-12 — Dayforce 24603 / demande 5146
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Texte intégral de l’offre

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.

Big 8 and our Central Kitchens play an important role in bringing great products to our stores and customers. From the iconic Big 8 beverage brand to our growing Central Kitchens network producing fresh, chef-inspired meals that are ready to eat, heat, or cook, these teams help deliver quality and convenience across our banners. Together, they combine manufacturing and culinary expertise to support our stores with differentiated products customers love.

Here’s where you’ll be focusing:

The purpose of this role is to provide clerical and administrative support to the respective client group while actively contributing to an environment of employee and customer engagement.

What you have to offer:

- Review, process and file all returning Manual and Cross Docking Bills of Lading, including charging out cross docking fees to vendors.
- Perform general office functions, including answering incoming phone calls, filing & mailroom
- Backup to accounts payable and shipping office as required.
- Track and maintain various tracking sheets, ie piece counts handled by the warehouse.
- Charge customers for incidental fees
- Prepare weekly cash reports
- Maintain a clean and safe work environment as per company requirements
- Perform other administrative duties as required.
- Health and safety
- Productivity and efficiency
- Time and attendance
- Team work
- Customer Service
- Proficient use of the SAP, EXE, Excel, Word, MS Access & Email
- Above average oral and written communication skills
- Basic mathematical skills
- Ability to work independently in a fast paced environment
- Previous experience in a Retail Support Centre (Shipping Office)
- Accounting/Accounts Payable Background
- A minimum of 1 year experience
- Certificate in Office Administration

#INDCKAB

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

Central Kitchen Alberta, 106 High Plains Bay, Rocky View County, Alberta, Canada

Consulter l’offre et postuler

Offre originale et candidature

Toutes les offres Sobeys

Qui nous sommes

Date de fin annoncée : 2026-12-05 (date au fuseau America/Toronto).

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