Shipping/Receiving Administrator (Overnights)

Emplacement(s)	Whitby, Ontario — Canada
Publication / référence	2026-11-12 — Dayforce 24654 / demande 5159
Bannière / langue du texte	Sobeys / EN
Rémunération source	42000 à 58000 CAD / an

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 Make an Impact?

As an Administrator, Shipping/Receiving, you will support inventory control operations by ensuring inventory accuracy, investigating discrepancies, processing store claims, and maintaining operational standards within the Retail Support Centre. Working closely with operations teams, you will help support efficient inventory management while contributing to a safe, accurate, and productive work environment.

Night shift 11pm-7am, including availability to work on the weekends

Here’s where you’ll be focusing:

- Cycle count product to ensure accuracy between EXE and the physical quantities in the RSC
- Investigate large adjustments as required
- Process store claims when required
- Investigate missed let downs and abandoned pallets
- Keep aisles and walls free of pallets of product and loose cases
- Adhere to, and implement all applicable company safety standards
- Maintain sanitation standards
- Ability to work independently with minimal supervision
- Other duties as requested by the Inventory Control Manager

What you have to offer:

- A minimum of six months experience in a retail support centre preferred
- Previous inventory control experience is an asset
- High School Diploma
- Certificate/ Diploma in Inventory Control an asset
- Physical work including occasional bending, lifting, and reaching. Frequent walking and standing (~75% of the shift)
- Occasionally lifting over 30 lbs
- Ability to stand and walk for long periods of time
- Willingness to work in multiple temperature environment, with temperatures ranging from ambient to 0 Celsius.
- Alertness to other people and vehicles

- Comfortable working safely in proximity to material handling equipment (Reach Truck, Pallet Jacks, etc.)
- 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

Whitby Retail Support Centre, 100 Nordeagle Avenue, Whitby, Ontario, Canada

Consulter l’offre et postuler

Offre originale et candidature

Toutes les offres Sobeys

Qui nous sommes

Date de fin annoncée : 2026-11-30 (date au fuseau America/Toronto).

Texte public reproduit dans sa langue originale. Les informations de synthèse et notes de transcription sont séparées. Les avantages restent soumis aux conditions du texte source. L’annonce peut être retirée avant la date de fin.