Administration & Systems - Clerk Department Second Administration

Emplacement(s)	St. John's, Terre-Neuve-et-Labrador — Canada
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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.

What began as a meat delivery business in Stellarton, Nova Scotia has grown to over 128,000 teammates at corporate-owned and franchised store locations. Sobeys Capital Incorporated and its independently owned and operated franchise partners operate over 1,500 stores in all 10 provinces. You may know us as Sobeys, Safeway, IGA, Foodland, FreshCo, Thrifty Foods, Lawtons Drugs, Voilà, or another of our banners, but we are all one extended family.

Ready to start fresh?

Provide customers with friendly and professional service. Executes the required duties for all areas of the Administration Department by cross-training in as many areas as possible to allow for flexibility within the department. Areas of cross-training may include; Human Resources, clerical, store expenses, receiving, file maintenance, fresh inventory, and store audit processes. Always execute duties with care and accuracy. Actively contributes to an environment of employee and customer engagement.

Here’s where you’ll have an impact:

Human Resources - Clerical

- Perform payroll and benefit functions
- Maintain Work Force Management records
- Assist with new hire process
- Assist with on-boarding of new employees
- Conduct food safety audits
- Conduct OH&S inspections
- Perform administrative duties while overseeing occupational and non-occupational disability clams

File Maintenance

- Provide customer service to meet customer needs
- Prepare weekly/monthly file maintenance updates
- Perform head office maintenance requests
- Maintain store signage, pricing, accuracy and product integrity
- Adhere to and implement all applicable company standards
- Provide store reports to departments as instructed by the Manager/ Administrator
- Perform clerical/ administrative functions as required

Receiving

- Maintain and control receiving area
- Maintain safety and security policies
- Process incoming and out-going inventory

- Maintain external vendor relations
- Manage reclamation process

Inventory

- Complete and record inventory count process for Fresh Departments
- Other inventory functions assigned by the Administration Manager

Administration

- Maintain SMART standards
- All other administrative duties as required

What you bring to the table:

- Ability to work independently in a fast-paced environment
- Open availability - including early morning starts and occasional over night shifts
- Above average oral and written communication skills
- Good work ethic and ability to multitask
- Minimum of 12 months of experience

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

10 Elizabeth Ave, St. John's, NL A1A 5L4, Canada

Consulter l’offre et postuler

Offre originale et candidature

Toutes les offres Sobeys

Qui nous sommes

Date de fin annoncée : 2026-11-27 (date au fuseau America/Toronto).

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