Careers

Inventory Clerk

City of Kelowna

Keep stock in order. Keep our city moving.

Join our team as an Inventory Clerk and help keep warehouse operations running smoothly. In this role, you will process purchasing transactions, manage warehouse stock, and maintain accurate inventory records in computerized inventory and ERP systems. You will monitor stock levels, initiate replenishment requisitions, respond to internal inventory inquiries, and conduct physical counts to investigate and resolve discrepancies.

You will receive, inspect, and verify shipments, prepare receiving documentation and damage or shortage claims, and organize, label, and store inventory for easy identification and access. Your work will also include unloading materials using forklift equipment, preparing goods for shipment, and assisting with the control and disposition of obsolete, surplus, or damaged stock through approved processes. Working with Purchasing, Finance, and operational departments, you will support purchase orders, supplier coordination, invoice routing, and discrepancy resolution.

Qualifications

- High school graduation or equivalent
- Forklift Operator Certificate
- 1 year experience
- BC Drivers License – Class 5

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods, and a world-renowned College and University. You're only a quick link to the world via the Kelowna International Airport.

Grow your career in an organization that supports employee work-life balance and career and professional development. This is a CUPE bargaining unit position with an hourly rate of $35.60 per hour plus employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

The City of Kelowna is committed to being an organization that values and reflects its community's diverse population, and to fostering an equitable, inclusive and progressive work environment where everyone can be their authentic self and feels a sense of belonging.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **November 15, 2026**

Applicants not contacted within three weeks of the closing date are thanked for their interest