

FISHER HAWAII
OFFICE PRODUCT WAREHOUSE & WHOLESALE CLUB
KAKA'AKO • DOWNTOWN • MAPUNPUNA

RECEIVING CLERK - FULL TIME
Non-exempt position

REQUIRED QUALIFICATIONS:

Must possess the ability to lift a minimum of 25 pounds and occasionally up to 50 pounds

Must possess the ability to complete the following essential functions:

- Receive and accurately verify all in-coming merchandise to the store against invoices, packing lists and/or transfer forms, noting damages, shortages, overages, and misships
- Sign and date all receiving paperwork, log paperwork, and distribute to appropriate department(s)
- Operate baler and forklift and use pilot jack and hand truck in a safe and proper manner, while performing daily tasks
- Expedite merchandise to retail sales floor and/or satellite stores
- Provide friendly environment which includes greeting and acknowledging customers
- Provide store and fulfillment clerks easy product accessibility to warehouse stock
- Keep receiving area clean and organized, cleared of empty cartons, packing materials and trash

PREFERRED QUALIFICATIONS:

- High school graduate or equivalence
- Experience using CounterPoint POS system
- Prior experience in the retail industry

WORK HOURS:

- 40 hours/week;
- Flexible schedule from 7:30am to 8:00pm, including weekends and holidays

BENEFITS:

- Paid HMSA medical, prescription, dental, and vision Insurance
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Participation in 401K

PLEASE SUBMIT YOUR RESUME.