



## **RECEIVING CLERK – FULL TIME**

### **Non-Exempt Position**

#### **REQUIRED FUNCTIONS:**

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 pallet 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

#### **REQUIRED QUALIFICATIONS:**

- Two years or more of high volume retail purchasing experience
- Ability to negotiate one-on-one with vendors
- Must have a valid driver's license and be able to travel off-island to attend trade shows
- Ability to identify seasonal/cyclical trends vs. everyday sales
- Ability to utilize critical thinking, deductive reasoning and math skills in decision making
- Experience using POS System, Microsoft Word and Excel, and navigating the Internet to research new product trends

#### **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**