

August 2, 2017

GRANDVIEW STORE



RECEIVEING CLERK

CORE RESPONSIBILITIES

Assist in unloading of all deliveries
Examine incoming shipments, record shortages and reject/return damaged goods
Verify packing lists
Check in inbound inventory and administer the processing in Epicor
 Match invoices to purchase orders, invoices and packing lists
Work with warehouse and store staff to coordinate the stocking of inventory to sales floor or warehouse
Prepare merchandise for sales floor as necessary i.e. pricing
Follow up and ensure proper credits on returns are being received
Work closely with managers and crew to maintain efficient inventory controls
Assist in cycle counts as necessary
Maintain a clean, organized work area

SKILLS & ABILITIES

High level of attention to detail and accuracy
Analytical and multi-tasking skills
Must be computer proficient (Microsoft Office: Excel and Word and must be able to learn new systems)
Work in a fast paced environment and be able to lift 50lbs
Excellent communication skills
Adhere to company's policies and safety guidelines
Operate a fork lift safely

EDUCATION and/or EXPERIENCE

Minimum 1 year Retail Sales experience
Knowledge in products such as hardware, orchard and vineyard supplies, animal health and lawn/garden are preferred.

Send letter of interest and resume to careers@bleyhl.com

We offer a competitive compensation package, which includes medical, dental, and vision, and 401K plan.

Come and join our TEAM!