



JOB DESCRIPTION

Title: **RECEIVING SUPERVISOR**

Team Leader

- Provide leadership to staff and act as a backup to management
- Work with vendors to pursue reimbursement for damaged merchandise and monitor quality control
- Assist in supervising receiving staff and drivers and run some night/weekend shifts
- Train new staff
- Communicate with stores daily regarding product and fixtures
- Delegate tasks and review completed orders for accuracy

Receiving/Pricing Merchandise

- Assist in pricing product
- Assist in unloading, checking in, unpacking, organizing, and dividing orders
- Maintain a clean and organized receiving area
- Price merchandise according to sample
- Understand complete receiving process in point-of-sale system

Inter-Store Transfer

- Prepare merchandise to be transferred to other store locations
- Package transfer merchandise to minimize damages
- Assist in loading merchandise in transfer vehicle
- Understand and execute min/max reports on an as-needed basis

Maintain Backstock

- Participate in helping stores with inventory organization
- Stay familiar with where items are located in warehouse
- Assist in organizing and categorizing backstock to prevent damages

Misc.

- Follow all safety policies including COVID prevention protocols
- Assist in special projects, maintenance, clean-up, and reorganization as needed
- React quickly to fast-paced, ever-changing retail environment
- Possible temporary reassignment to stores during slow periods

Requirements: Strong spatial relations, excellent communication, and ability to prioritize. Ability to stand/walk for entirety of shift, repetitively bend/lift/reach/twist, go up/down stairs with merchandise, and lift/move up to 40 pounds. Willingness and ability to work with warehouse equipment such as ladders, pallet jacks, pallets, and packing tools.