



## Job Description

Updated 6/2/04

### Job Title: Receiver

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#### Summary

A Receiver insures that merchandise is unloaded from incoming trucks. The Receiver must count all merchandise and compare the actual count to the purchase order. The Receiver must inform the Store Manager of any discrepancies.

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#### Essential Duties and Responsibilities, Include but are not limited to

- A. Checking incoming merchandise against invoices or orders to spot quantity discrepancies and damaged goods and inspect the quality and condition of the merchandise.
- B. Keying quantities from worksheets.
- C. Processing returned and damaged goods (RGAs) in a timely manner.
- D. Moving merchandise onto the sales floor
- E. Preparing freight to be shipped.
- F. Ability to maintain a positive customer service attitude when dealing with customers, vendors, or associates.
- G. Following all Cashier procedures.
- H. Ability to accurately determine the difference between similar products
- I. Ability to develop and maintain positive working relationships with customers and associates.
- J. Cleans her/his assigned areas.
- A. Other functions as assigned by her/his supervisor.

#### Qualifications:

Must have good oral/written communication skills in order to effectively interact with customers, vendors, and other associates in person and on the telephone. Must be customer service-oriented and team-oriented. Must have good organizational skills. Must be able to effectively manage multiple tasks simultaneously. Must be able to climb up and down ladders, reach, bend, twist, kneel, lift up to 50 lbs., handle large odd shaped items, and stock items in overhead areas. Must be able to accurately count and distinguish between similar products. Must be able to learn to use a computer and fax machine to complete assigned tasks. Must be able to work a flexible schedule including weekends, evenings, and holidays.

*This job is an hourly position with eligibility for gain-sharing on store performance. There are no guarantees for career progression. This does not mean that you will not be considered for other store positions or opportunities. Marvin's culture is to promote from within and special consideration will be given to Marvin's candidates with experience.*



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*Marvin's, Inc. complies with all applicable equal employment laws, including the Americans with Disabilities Act. Qualified individuals with a disability may request reasonable accommodation from the company.*

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I have read my job description and understand it.

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Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date