



Job Description

Updated 8-1-11

Job Title: Receiver

Summary

A Receiver ensures merchandise is properly and safely unloaded from incoming trucks. The Receiver must count all merchandise and compare the actual count to the purchase order and document any discrepancies. The Receiver must inform store management of any discrepancies.

Essential Duties and Responsibilities, Include but are not limited to

- A. Exemplify and ensure Marvin's Mission and Values remain forefront daily
 - B. Ensure aggressive customer service is demonstrated as part of store operations to exceed customer expectations
 - C. Checking incoming merchandise against invoices or orders to spot quantity discrepancies and damaged goods. Inspect the quality and condition of the merchandise
 - D. Data entry of merchandise received into the store receiving portion of the inventory control system
 - E. Processing returned and damaged goods (RGAs) in a timely manner and according to company policy
 - F. Moving merchandise onto the sales floor
 - G. Preparing freight to be shipped
 - H. Ability to maintain a positive customer service attitude when dealing with customers, vendors, or associates
 - I. Ability to accurately determine the difference between similar products
 - J. Ability to develop and maintain positive working relationships with customers, vendors and associates
 - K. Assists with register operation and aggressive customer service when needed
 - L. Must be certified in the following areas in the store to include but are not limited to receiving, inside and outside forklifts, and service desk
 - M. Must complete the HCl product knowledge course
 - N. Maintains an organized receiving area as well as RGA area
 - A. Other functions as assigned by her/his supervisor.
-
-



Job Description

Updated 8-1-11

Job Title: Receiver A Successful Receiver:

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 excellent organizational skills. Must be able to effectively manage multiple tasks simultaneously. A successful receiver must be able to distinguish between similar products, accurately count product and input data accurately into the store inventory control system. 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 learn to use a

computer, fax machine, scanner, copier, etc. 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 consideration will be given to Marvin's candidates with experience.



Job Description

Updated 8-1-11

Job Title: Receiver

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.

I have read my job description and understand it.

Print Name

Signature

Date