



## **Warehouse / Receiver**

### **Job Summary**

The warehouse/receiver is responsible for receiving stock and special-order material from a variety of vendors. As a representative for Van Millwork you are responsible for delivering superior Customer Service in a professional manner both in appearance and mannerisms. Strong focus on health and safety for self and for others. Adheres to department and company guidelines.

### **General Responsibilities**

- Receives delivered supplies and materials into building from vendor trucks as well as through UPS and FEDEX
- Confirms that delivered goods match purchase order specifications for quantity, type, as well as condition
- Refuses materials that are wrong or damaged at time of delivery
- Liaises with Purchasing to inform them of delivery issues (eg: inaccuracies; damage)
- Labels all special-order materials properly and stores in correct location
- Owns the special-order area of the warehouse, maintaining cleanliness, neatness and accuracy
- Owns the product resale area of the warehouse
- Processes all return to vendor items and paperwork in a timely manner
- Assists warehouse manager in putting away stock material
- Assists warehouse manager in processing returns
- Responsible together with warehouse manager and other personnel for overall cleanliness of warehouse and accuracy of stock locations
- Maintains accurate records and paperwork
- Maintains neat and clean work area
- Helps with cycle counts of inventory materials
- Assists in conducting physical inventory count annually

### **Job Qualifications**

- High School Diploma
- 1-2 years of Warehouse experience
- Valid Forklift Certification

**Skills**

- Customer service mindset
- Attention to detail
- Judgment and decision making
- Time management

**Other**

First Shift

Monday-Friday 6:00a.m. 3:00p.m.

Hourly/Non-Exempt