**JOB DESCRIPTION**

**Receiver and Warehouse Associate**

**Summary**

The Warehouse & Inventory Associate is responsible for maintaining accurate inventory records and reports to the Dealer-Owner, Store Manager, or assistant Store Manager as appropriate. The Inventory and Warehouse Associate performs all assigned tasks with sufficient speed and accuracy to avoid adverse impact on the level of service to customers.

**Core Competencies**

* Willingness to learn;
* Friendly and helpful attitude toward customers and colleagues;
* Ability to work co-operatively in a team atmosphere;
* Willingness to continually develop professional skills and knowledge base;
* Ability to work a flexible schedule including weekends, evenings and holidays;
* Excellent communication skills;
* High School graduation or equivalent;
* Good mathematical skills;
* Prior retail experience beneficial;
* Creative abilities for making attractive in-store displays;
* Must move merchandise weighing up to 50 pounds from receiving area to warehouse and place it on shelves.

**Job Responsibilities**

**PRIORITY A**

* Accurately receive shipments and record all discrepancies against the vendor packing slip;
* Enter in new skus into the system and ensure that they are properly priced in the Point of Sale (POS) system;
* Proficient in POS functions (sales, receipts, returns)
* Unload incoming trucks;
* Prevent loss and damage to merchandise in the receiving area;
* Ensure that correct freight handling equipment is used to load and unload trucks;
* Keep stock in storage area neat, clean, and orderly;
* Know the correct location of all products in stock.

**PRIORITY B**

* Participate in and assist in taking annual inventory counts;
* Build special displays and signage for sales, promotions and other special events;

**PRIORITY C**

* Be on the lookout for shop-theft. Suggest changes when necessary to curb potential shop theft problems relating to location of select inventory;
* Bring real or anticipated operating problems promptly to the attention of management;
* Make suggestions for rule or policy changes when such changes would improve sales, profits, efficiency, morale, and / or operations in general;
* Attend store meetings, training sessions, etc. as required;
* Work on special projects as assigned by General Manager;
* Work on additional duties and assignments as assigned by management;
* Work in a safe manner in accordance to provincial and federal safety legislation, as well as use of good common sense. Report any potential hazards and unsafe behavior to management in order to have the situation corrected;
* Other related responsibilities as directed by supervisor.

This position reports to the **Store Manager**.

*\*\*We are committed to a diverse and inclusive workplace for all. If you are contacted for a job opportunity, please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment and selection process.\*\**