

## **Receiving**

### **Reports to:**

Warehouse Supervisor

**Job ID:** 120101

### **Entity:**

PaulB LLC

### **Job Classification:**

Administrative Support Workers

### **Summary and Objective:**

This position will assist with the receiving of product in the retail warehouse within the values and mission of Paul B. Zimmerman Inc.

### **Essential Functions:**

- Reinforce a team attitude and atmosphere throughout PaulB.
- Unpack incoming freight, batch transfers, and UPS and FedEx shipments in a timely and accurate manner
- Process all back orders, special orders, and paperwork for these orders - associated with incoming freight
- Stock all items received in the correct location with a high level of accuracy
- Organize department product to assist with shipping efficiency and create boxes, labels, etc. for this function
- May assist in pulling orders for customer shipments

### **Characteristics and Competencies:**

- Positive attitude and teamwork perception
- Basic computer skills
- Organizational skills
- Prompt
- Possess good-time management
- Intermediate computer skills
- Accuracy and attention to detail
- A respectful, team-oriented work atmosphere
- Self-motivated and team player
- Capable of following instructions and retaining information

### **Required Education and Experience:**

- High School diploma or GED equivalent
- Must be at least 18 years of age

### **Preferred Education and Experience:**

- Operating a picker or forklift.
- Warehouse-related experience

### **Work Environment:**

This job operates in a warehouse environment. This role routinely uses standard office equipment such as computers, phones, photocopiers; hand tools, forklifts and operating pickers. This position will spend a lot of time walking and lifting.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to; stand for extended periods of time; heavy lifting in excess of 50 lbs.; speaking, listening, and seeing; walking; use eyes, hands, finger, or feet; and reaching with hands

and arms, and so forth. Position may require overtime or additional work hours as needed to meet the receiving demands, as requested by Manager.

**Travel:**

Very little travel is expected for this position.

**Other Duties:**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Essential functions and duties may change at any time.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_