

Pacific Fabrics

Receiving Specialist Job Description

The general responsibilities of the Receiving Specialist are to receive all incoming orders of equipment and supplies, coordinate any outbound freight/transfers, and maintain records of each function in the inventory system. The Receiving Specialist is responsible for maintaining an organized stock room and monitoring supply needs for their store.

Other functions of the position include:

- Checking in freight, making sure that all products arriving match the orders placed
- Handling returns of miss-shipped or damaged merchandise
- Comparing key information and counting, weighing, or measuring items of incoming shipments to verify information against invoices, orders, or other records.
- Preparing merchandise received for sale, including labeling, packaging, and pricing.
- Communicating with the office Inventory Specialists about issues, challenges, and errors in goods ordered and received.
- Handling transfers both in and out for their store and making sure that transfers are ready when the truck comes to pick them up.
- Assembling, disassembling, and storing store fixtures.
- Showing up to work on time with a positive, friendly attitude.
- Knowing and following company policies and procedures.
- Knowing and using safe lifting techniques and maintaining a safe work environment.
- Following instructions from buying office and Store Manager.
- Working as a team player with Pacific Fabrics employees – including being willing to help on the sales floor in busy times or do cleaning or maintenance tasks as requested.
- Ability to operate hand trucks, pallet jacks, and lift at least 50 lbs.
- Ability to move, climb, and do work on a ladder.
- Ability to use a computer to accurately maintain store inventory and research problems with orders or inventory.