



RECEIVING CLERK

Mount Vernon, WA

The Country Store serves farmers, homeowners, businesses, families and communities in Washington State, Coeur d'Alene, ID & Stevensville, MT. The company is seeking candidates for a receiving clerk position. Candidates should be flexible and detail oriented with a great attitude while ensuring excellent customer service at all times. Ideal candidates will possess a high level of initiative, discretion and independent judgment, with a can-do attitude and the ability to multi-task. One who can see things that need to be done and figure out a way to do them effectively and efficiently.



JOB RESPONSIBILITIES

Job responsibilities include (but are not limited to):

- Verify all incoming freight off of receiving documents and packing slips as well as checking freight against purchase orders. This includes freight from outside vendors as well as freight from the distribution center and other departments.
- Collect freight from being sold, only releasing it once it has been received in accordance with proper procedures
- Report receiving or invoice discrepancies to the personnel responsible for the order as well as the central AP clerk and assist in resolving these discrepancies
- Verify all freight leaving the store as part of a store transfer
- Watch for and recognize security risks and thefts. Be able to prevent or handle these situations
- Examine returned merchandise; work with retail staff and vendors for credits if applicable
- Coordinate product transfers to minimize delays in shipment to other locations.
- Work with inventory control supervisor to maintain inventories and resolve variances where applicable
- Maintain a safe and clean work environment at all times
- Maintain positive, open communication with management, distribution center and retail store staff.
- Participate in monthly staff meeting and communicate information on inventory control topics.
- Performing other duties as assigned

JOB REQUIREMENTS

- High school diploma (or equivalent), or any combination of education, training, or experience that provides the required knowledge, skills, and abilities with an emphasis on correctly calculating figures and amounts
- Commitment to excellence and high standards
- Proficiency operating and navigating Microsoft Windows operating system
- Physical ability to stand for extended periods; bend, stoop and kneel frequently
- Lift, carry and load 60 pound (minimum) weight requirements
- Professional appearance and demeanor
- Proven track record of being dependable and reliable
- Ability to effectively communicate both verbally and in writing with co-workers and customers
- Strong organizational, multi-tasking, problem-solving, and analytical skills with an emphasis on calculating figures and amounts
- Must pass background check and pre-employment drug screen as a condition of employment
- Possess a valid driver license and maintain a safe driving record

PREFERRED QUALIFICATIONS

- Experience working in a warehouse and/or retail setting
- Product knowledge in one or more of the following areas: feed, seed, pet food & supplies, hardware, fencing, animal health, tack, clothing & footwear, lawn & garden or wild bird supplies
- Experience with Microsoft Excel, Epicor or similar retail POS software
- Experience using RF (radio frequency) scanning technology and equipment

HOURS / DAYS / SCHEDULE

This is a full time (40 hours/week) position. Typically scheduled Monday through Friday, but must be available to work evenings and/or weekends as needed.

SALARY / WAGE / BENEFITS

A wage will be discussed during the interview process. In addition to generous employee discounts, the company offers medical, dental and life & long term disability benefits to full time employees. Employees may also participate in the company's 401(k) plan after meeting eligibility requirements.

TO APPLY

Submit completed Applications for Employment, resumes and cover letters to one of the following options:

Inquire within or mail correspondence to [900 Riverside Dr. Mount Vernon, WA 98273](mailto:900.Riverside.Dr.Mount.Vernon.WA.98273), or email completed applications to the email address on page one of the Application for Employment, located at www.countrystore.net (reference "Receiving Clerk" in subject field).

Applications for Employment may be obtained at any Country Store location or at: www.countrystore.net/employment. We look forward to hearing from you!

