

**Position Profile:**

The purpose of the Receiving Clerk is to manage the receipt, verification and recording of raw materials and products that come into our facility, maintaining a high level of inventory accuracy and integrity. The Receiving Clerk is responsible for counting and recording received items while comparing the items to the invoice. This person will follow up with Purchasing on any order discrepancies. This position may also perform inventory, inspections, and warehousing functions as needed.

**Work Responsibilities:**

- Assist in signing, receiving, and distributing packages. Responsible for counting and recording items received, comparing to the invoice and following up with purchasing on discrepancies.
- Assist in recording receipt of goods in ERP system.
- Assist in monitoring inventory levels and product movement between warehouses and vendors, maintaining accurate records of inventory arrivals/departures from different locations.
- Unload containers/trucks, as needed.
- Moves received tagged product from the dock area to the warehouse.
- Completes any required paperwork, forms, logbooks as part of inventory/receiving process.

**General Responsibilities:**

- Supports CURiO Cornerstones and strives for individual leadership by using cornerstone behaviors in the workplace and in daily decision making.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seek individual development through taking advantage of opportunities for skill enhancement. I Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.

**Minimum Qualifications**

- High School Diploma or equivalent
- One year experience in a warehouse, distribution or production environment.
- Forklift Certified

**Computer and/or software qualifications:**

- Basic level of proficiency in Microsoft Excel, Word, Outlook

**Core Competencies:**

- Ability to communicate and interact effectively with managers and co-workers
- Demonstrated ability to function in a fast-paced, ever changing, deadline driven environment
- Ability to complete mathematical calculations to work assignments
- Ability to learn software utilization requirements of the role
- Ability to discern subtle color and dimensional differences compared to standard.
- Ability to discern subtle fragrance differences compared to standard.
- Certifiable as a forklift driver with high reach capabilities.
- Strong planning and organizational skills
- Exhibits a high tolerance for stress

- Ability to process, maintain and protect company confidential/proprietary information

**Travel Requirement:** Less than 5%

**Working Environment and Physical Demands:**

- Distribution and warehouse with constant walking, standing, bending, stooping, reaching and pulling required. The work environment is frequently in non-conditioned space with moderate noise levels.
- Occasionally required to lift and/or move items weighing 25 – 50 pounds.
- While performing the duties of this job, the employee is regularly exposed to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments.

*\*\* Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*