



## Freight Receiving Job Description

In our customer-focused retail establishment, the part-time freight receiver will handle day to day operations with a focus on time management and efficiency. Duties of this position may include, but are not limited to:

- Sign for daily freight deliveries
- Unload freight
- Unpack inventory and check for defects to start claim process
- Follow the Inspired check-in process so prices can be assigned to product
- Price items, as needed
- Carry inventory to appropriate areas of store (this does include steps)
- Move display fixtures to various areas of the store
- Track when light bulbs need changing (this will involve ladders) & recycling of light bulbs
- Hanging of miscellaneous pictures, mirrors, etc
- Maintenance of building exterior and sidewalks (snow, leaves, etc)
- Assist with decorating workshop & fashion show set-ups and tear downs (about 3-4 Saturdays a year)
- Additional errands outside of store