



## **Tattered Cover Full-time Receiving Position**

### **Job Description:**

#### **RESPONSIBILITIES:**

#### **RECEIVING:**

- Books, sidelines and gifts as ordered: unpacking, receiving, and labeling.
- Dock receiving when necessary: unload pallet jack, hand truck, dock carts, and gurneys as shipments arrive at dock, including UPS, Fed Ex ground, and freight lines.
- Processing orders, Familiarity with NetSuite is preferred.
- Training is provided.

#### **REQUIRES:**

Ability to work independently and as part of a team. Flexibility in response to the workload. **Lifting heavy boxes and bins.** Attention to detail is a must. Broad systems knowledge is a plus. This position requires steadiness and reliability.

#### **SPECIAL REQUIREMENTS:**

- Ability to lift and move heavy boxes and pallets. Desirable but not necessary; experience with dock and truck equipment and procedures.
- Friendly, with ability to deal with stressful situations.
- Flexibility and safety consciousness is a must.

**40 hours per week**

**Monday - Friday**

**Begin workday before 9:00 am**

