



12004 Cherry Hill Road, Silver Spring, MD 20904 | www.livingwellabc.com | May 5, 2021

Job Description – Receiving Clerk

Reports to: Receiving Supervisor/Operations Manager | Part-Time Position

Main Duties and Responsibilities

Receiving Process

- Perform accurate and timely receiving processes
- All merchandise received is accurately counted and compared to purchase orders
- Quantities and product info are accurately entered into Celerant (POS & Inventory system) according to standardization guidelines
- Bar codes can be read by system
- Orders are received in a timely fashion
- Enter product information into Celerant.
- Verify costs and prices in Celerant and verify the accuracy of the invoices for payment.
- Defective/damaged merchandise is reported and/or refused
- Receiving documents are prepared
- Receiving documents and all supporting documentation are passed on to the A/P department on a daily basis
- Other duties as requested by management
- Assist in maintaining cleanliness and organization of receiving department

Customer Service

- Maintain a friendly, professional persona at all times
- Strive to meet customers' needs beyond expectation
- Provide support to sales staff as needed
- Maintain positive communication with vendors and customers

Development & Skills

- Develop knowledge and skills of software tools available to perform required tasks
- Develop and maintain a familiarity with all areas of the store
- Maintain a working knowledge of store policies and procedures
- Actively engage in departmental and store staff meetings
- Identify performance factors for bi-annual performance evaluation

Main Duties and Responsibilities - cont.

Education and Experience • Ability to speak, read and write English and to understand verbal and written instructions

• Ability to utilize equipment necessary for job functions; computer literacy required

• High School graduate preferred

Knowledge, Skills, & Abilities • Computer literacy and expertise

• Self-motivated

• Team player

• Efficient

• Organized

• Ministry-focused

• Communication skills

Note: The purpose of this document is to provide a general summary of essential responsibilities for the position and is not meant as an exhaustive list.

For more information or to apply for the position, please contact Shiela Judica at shielaj@livingwellabc.com.