Downloaded from <https://www.velvetjobs.com/job-descriptions/receiver>

# Example of Receiver Job Description

Our company is looking for a receiver. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for receiver

* Enforce and implement our receiving and back door security policies
* Receives, ships, stores, and distributes product and/or material, within retail location
* Supervises assigned receiving personnel
* Assigns work, provides training, guides, and advises associates
* Conducts associate parcel inspection, maintains security of receiving doors and customer/associate entrance/exit in designated locations
* Offloads product from tractor-trailer utilizing forklift, pallet jacket, or other company supplied equipment
* Sorts and places product or items on racks, cold storage or shelves
* Ensures proper handling of customer special orders
* Maintains fixture storage area and cleanliness
* Responds promptly and courteously to customer needs

## Qualifications for receiver

* The ability to type and 10 key by touch
* Minimum one (1) year work experience in Receiving
* Minimum one (1) year inspection experience using calipers/micrometers
* Expert level on excel, using inventory
* Must have High School Diploma or Genera Education Degree (GED)
* Moderate knowledge of door types, skins