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# Example of Receiver Job Description

Our innovative and growing company is looking to fill the role of receiver. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for receiver

* Direct delivery trucks to appropriate drop off locations
* Unload all incoming materials destined for delivery
* Inspect incoming items for visual defects
* Coordinate with purchasing to resolve differences (count issues or incorrect material issues)
* Operate power equipment to move heavy material (forktrucks, pallet jacks)
* Accurate data entry of receipts and issues in Epicor
* Verify item counts and part numbers when coverage is needed
* Ensure proper stocking locations and material storage
* Cross train in the shipping/warehouse
* Audits and verifies all merchandise received to ASN report and confirm the correct number received

## Qualifications for receiver

* Door/customer quality specs and production tickets
* Knowledge of Masterpack (Internal Software)
* Daily safety forklift inspections
* Must be flexible to help Shipping department at all times or other departments
* Preferred 1 -2 years grocery retail experience in Store Support department processes and procedures
* Parts preparation for customer