



RECEIVING CLERK

Spokane Valley, WA

AFCO Distribution, a local company based in Spokane, WA, serves businesses and the communities in Washington State, Idaho, Montana, Oregon, Nevada, Wyoming and Utah.

Candidates should be flexible and detail oriented with a great attitude while ensuring excellent customer service at all times. The ideal candidate will possess a high level of initiative, discretion, and independent judgment, along with the ability to manage multiple tasks while maintaining a positive attitude. Candidates should excel in identifying things that need to be done and figure out a way to do them effectively and efficiently.



JOB RESPONSIBILITIES

- Verify all incoming freight on receiving documents and packing slips as well as checking freight against purchase orders. This includes freight from outside vendors as well as freight from other departments
- Assist customers with will call orders; working with the customer service representatives to ensure accurate and timely loading of product
- Collect freight from being sold, only releasing it once it has been received in accordance with proper procedures
- Report receiving or invoice discrepancies to the personnel responsible for the order as well as the central AP clerk and assist in resolving these discrepancies
- Watch for and recognize security risks and thefts. Be able to prevent or handle these situations
- Work with inventory control supervisor to maintain inventories and resolve variances where applicable
- Maintain a safe and clean work environment
- Maintain positive, open communication with management
- Participate in monthly staff meeting and communicate information on inventory control topics
- Perform other duties as assigned

JOB REQUIREMENTS

- **High school diploma (or equivalent)**
- **Must pass pre-employment drug screen (includes Marijuana/THC) as a condition of employment**
- **Possess a valid driver license and maintain a safe driving record**
- Commitment to excellence and high standards
- Proficiency operating and navigating Microsoft Windows operating system
- Physical ability to stand for extended periods; bend, stoop and kneel frequently
- Lift, carry and load 60 pound (minimum) weight requirements
- Proven track record of being dependable and reliable
- Ability to effectively communicate both verbally and in writing with co-workers and customers
- Strong organizational, multi-tasking, problem-solving, and analytical skills with an emphasis on calculating figures and amounts

PREFERRED QUALIFICATIONS

- Experience working in a warehouse and/or retail setting, or understanding of shipping/receiving processes
- Experience safely operating pallet jacks, forklifts and other warehouse equipment
- Product knowledge in one or more of the following areas: feed, seed, pet food & supplies, hardware, fencing, animal health, tack, clothing & footwear, lawn & garden or wild bird supplies
- Experience with Microsoft Excel, Epicor or similar retail POS software
- Experience using RF (radio frequency) scanning technology and equipment

SCHEDULE

This is a full time (40 hours/week) position. Typically scheduled Monday through Friday, but must be available to work evenings and/or weekends as needed.

COMPENSATION & BENEFITS

A wage will be discussed during the interview process. After meeting eligibility requirements, benefits include:

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| • Medical Insurance | • Sick Pay |
| • Dental Insurance | • Holiday Pay |
| • Life Insurance | • 401(k) Retirement Match |
| • Long-Term Disability Insurance | • Employee Discounts |
| • Vacation Pay | • Dependent Tuition Reimbursement |

TO APPLY

Submit completed Applications for Employment to one of the following:

Mail: AFCO Distribution
Human Resources
11016 E Montgomery Dr. Ste. 101
Spokane Valley, WA 99206

Email: HR@afcodistribution.com (reference "AFCO Receiving Clerk" in subject field)

Fax: (509) 455-5635

Applications for employment may be obtained at www.afcodistribution.com