



JOB DESCRIPTION

PURPOSE OF THE POSITION

The Receiver is responsible for everything that happens to a product from the moment it is donated in the warehouse to the moment a shopper picks it up off the shelf. The Receiver is responsible for receiving, sorting and delivering donations. The Receiver must enjoy working with the public, has a friendly, outgoing personality, and have strong relational qualities. The Receiver must display a positive attitude when interacting with customers and maintain a clean appearance. They must understand the needs and wants of a thrift store customer and be able to deliver exceptional customer service. The Receiver must understand inventory control, pricing and can be flexible with work hours.

RESPONSIBILITIES

Primary Activities:

- Accept and sort donations received from the public
- Merchandise products in an orderly and organized fashion on the sales floor
- Ensure the floor is clean, and that aisles are clear and meet AODA standards
- Ensure that the receiving and production area is clean, clear and meets safety standards
- Resolve any customers issues or concerns that may arise while ensuring customer satisfaction
- Other duties as required

EDUCATION, EXPERIENCE, SKILLS AND ATTRIBUTES

Education

- High school diploma or equivalent

Experience

- Previous warehouse experience
- Previous experience with merchandising
- Prior experience in retail environment
- Experience working with volunteers would be an asset

Skills

The Receiver/Receiver must demonstrate the following skills:

- Good understanding of warehouse safety regulations
- Ability to communicate thoughts and ideals clearly and effectively
- Ability to build and maintain positive working relationships with staff, volunteers and customers

- Ability to work in a fast-paced environment with grace and good humor
- Strong conflict resolutions skills with a focus on positive outcomes
- Excellent problem-solving skills; able to solve problems with good judgment and make decisions independently
- Computer literate with experience in operating a point of sales system (POS)
- Good organizational and time management skills

Personal Attributes

The Receiver/Receiver must perform his/her duties to the best of their ability and demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Be flexible
- Demonstrate sound work ethics
- A positive mindset

WORKING CONDITIONS

- The job is performed indoors in a thrift store retail setting
- Frequent standing, walking, reaching, bending or squatting to the floor in a constrained sorting and retail space
- Extensive work interfacing with people
- Lifting and carrying goods up to 50 lbs., pulling and or pushing up to 25lbs
- Must be able to work a flexible schedule that includes occasional evenings, weekends, and holidays
- If you feel you have the passion and skill set that would help to advance the purpose of Mission Thrift Store Grande Prairie, we look forward to hearing from you! **Please submit your resume with subject line “Receiver” to grande_prairie@missionthrift.com.**

BFM (Grande Prairie) Enterprises Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.