



## **RECEIVING SUPERVISOR**

### **Job Description:**

- Supervise departmental team members;
- Oversee daily departmental operations – scheduling and processing of incoming shipments
- Training of new personnel
- Liaison between the receiving department and retail locations

### **Required Qualifications:**

- High school diploma;
- Minimum one year supervisor/management experience;
- Possess time-management skills;
- Possess strong leadership, communication, and interpersonal skills;
- Possess good mathematical and analytical skills;

### **Work Hours:**

- 40 hours/week
- Monday – Friday: 7:30am – 4:00pm

### **Compensation:**

To Be Determined

### **Benefits:**

- Paid HMSA medical, prescription, dental, and vision Insurance
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Participation in 401K

**PLEASE SUBMIT YOUR RESUME.**