

Warehouse Receiving Clerk/Inventory

Employment Requirements:

Education: High school diploma or GED

Experience: Tow Motor

Knowledge: Company practices and procedures
Departmental production requirements
Ability to function with minimal supervision
Computer skills

Skills: Good manual dexterity
Personnel Test score of 16 or above
Basic math and counting capabilities

Hours: 7:30 to 4:00 Monday thru Friday (Schedule may vary depending on need)
Overtime (Occasionally as department needs require)
Candidate must be prepared to work year round depending on needs.
Presence at a physical RFE workplace is essential

Environmental Considerations: Work is performed in a fast paced warehouse setting with normal temperature and environmental variations.

Physical Requirements: Standing and walking all day. Lifting of more than 50 pounds may be involved. Candidate must be able to work independently. Multi tasking.

General Job Description: Under general supervision the employee performs duties that facilitate warehouse operations. Presence at a physical RFE workplace is essential

Employee will be responsible for unloading trucks, checking in loads, delivering products to the floor, and managing returns. Warehouse organization is a must with daily counts, as needed and physical inventories periodically. Computer literacy for use in verifying item numbers and inventory is important and spreadsheet experience is a plus. Maintenance of warehouse cleanliness also required. Assisting with various other duties may include providing management with samples, preparing items for shipment to schools, and running of errands on an as needed basis. The employee must be safety oriented with a valid Drivers License and tow motor experience. Must be able to prioritize work and complete multiple tasks simultaneously.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The Warehouse Receiving Clerk/Inventory Technician will follow any other instructions and perform any other related duties as may be required by their supervisor.

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