



## **Job Overview**

Stone Harbor Wilderness Supply is the go-to independent outdoor shop in Grand Marais, providing services in outdoor retail, rentals and guiding. We are seeking a talented Receiver professional to join our team. If you're excited to be part of an amazing community, Stone Harbor is a great place to develop skills that can help grow your career.

## **Responsibilities for Receiver**

- Receive shipments, check for damages and sort stock for distribution in the store
- Maintain records of invoices sent and received
- Fill online orders by taking items and preparing them for delivery
- Monitor shelves and fill them in when needed
- Keep up with the movement of merchandise in the store and the warehouse
- Read planograms and set up store displays or rearrange merchandise according to them to help maximize sales
- Place fill-in orders with suppliers when inventory is low
- Order packing and shipping supplies when needed
- Contact suppliers and resolve any shipping or warranty issues

## **Qualifications for Receiver**

- Must be able to bend and lift heavy boxes, 50-70lbs
- Fluent in English
- Ability to read planograms and set up merchandise and displays accordingly
- Well-organized, able to multitask but also attentive to detail
- Strong communication skills
- Ability to think quickly and resolve issues
- Strong leadership skills to manage and motivate staff and train new employees
- Knowledgeable in Lightspeed, Bike Rental Manager, MS Office and retail ordering software such as Elastic and Ivendix preferred