

Merchandise Assistant

- 1)** Receive and count stock items, and record data manually or using computer.
- 2)** Pack and unpack items to be stocked in storage areas or packed for retail stores.
- 3)** Pack and ship web orders and store deliveries.
- 4)** Verify inventory by comparing them to physical counts of stock and investigate discrepancies or adjust errors.
- 5)** Store items in an orderly and accessible manner in storage areas.
- 6)** Mark stock items using identification tags.
- 7)** Clean and maintain supplies, tools, equipment, and storage areas in order to ensure a neat clean work environment.
- 8)** Make local deliveries for clients and stores.
- 9)** Clean and maintain general work areas of shipping/receiving areas.
- 10)** Process and pull store supply lists.
- 11)** Provide support to Web Specialist and to corporate office management.

Skills

Effective communicator with an attention to detail

Positive attitude and a co-operative nature

Strong work ethic, honest and punctual

Ability to complete tasks in a timely manner

High-level of efficiency

Valid driver's license