

**Position Title:** Warehouse Receiver

**Reports To:** Store Manager

**Location:** 4468 West Saanich Rd, Victoria

**Liquor Plus** is Looking for you! So, who are we? Liquor Plus is a family owned and operated organization on Vancouver Island. We operate with a passion for our products, and a commitment to our customers, and community. Working for Liquor Plus is a great way to interact with your community, make new friends, and impress people with your wine knowledge. If you're like us, you are interested in learning about the amazing offering of local beers, wines, and spirits, and engaging with customers to help them make great choices!

**We Provide:**

- Frequent Wine + Trade Tastings
- Team Member Discount at 8 locations
- Steel Toed Shoe Allowance
- Birthday + Anniversary Gifts
- Free Seasonal T-Shirts
- Dynamic workplace + Industry Experience

**Position Summary**

Receive and Record the movements of supplies, materials, and equipment in accordance with Liquor Plus policy. Deconstruct shipments and transport to proper storage areas, maintaining a clean and organized receiving area.

**Key Responsibilities**

- Receive incoming goods, ensuring product received reflects invoice information. Noting all variances between ordered and received quantities as per company policy
- Inspect products received for quality assurance, possible shortages / overages per company policy
- Oversee unloading of product received and proper repackaging and loading of product to be returned
- Create and maintain a well-organized receiving area, keeping a constant knowledge of where all products are being stored, to assist in retrieval
- Deconstruct and unpack shippers in a safe and organized manner as per company policy, into manageable piles, ensuring accessibility for other team members
- Confirm new products are set up in LBoss (Point of Sale system) prior to sending to retail floor

**Other Related Duties**

- Organize receiving layout to ensure clutter and tripping hazards are minimized.

- Operate a hand jack to transport pallets of product safely within receiving area.
- Maintain store cleanliness by ensuring all cleaning schedules are completed in a timely manner and all cleaning policies are followed
- Prioritize abiding by safety policy and procedures established by WCB, Safety Standards Act of BC, and Liquor Plus
- Trains staff on company policies and procedures, enforces policies and monitors staff performance
- Responsible for the intake, and organization, of recyclable materials

### **We want our team members to have:**

- Previous cashier and customer service experience in a retail environment, with receiving experience preferred (2+ years)
- Proven experience as receiving clerk or similar position
- Flexibility to work varying shifts as dictated by store manager, including the possibility of evenings and weekends

### **We want our team members to be:**

- Methodical in organizing and in storing a large variety of product, in a logical and easy to retrieve manner
- Confident in their ability to learn about a wide variety of local and foreign products, with passion for the constantly evolving industry
- Committed to working as a team to create a supportive and inviting environment welcoming to all patrons, and serving them in the most friendly and professional of manners
- Ready to apply their drive and creativity to building attractive and successful displays

### **Job Requirements**

Must be 19 + years of age

Must have Serving It Right certification

### **Working Conditions**

Capable of lifting 20+ pounds worth of material

Constant standing / moving for 4 – 8 hours at a time