



959 South Kipling Parkway, Suite 200
Lakewood CO 80226
Ph: 303-758-6672
www.coloradonga.org

Job Posting

Receiving Lead

Date Posted: November 15, 2022

Location: O'Toole's Garden Centers, Lakewood and Westminster, Colorado

Please Contact:

Marquesa Wells

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Compensation:

\$22.50 - \$25.50/hour

Please apply by using this link: <https://otoolesgardencentersinc.applicantstack.com/x/openings>

O'Toole's has redefined our store warehouse positions, and we are looking for dynamic candidates who can collaborate with us. The role of the Receiving Lead is a vital role in our company, as this is the first person to see all our store products, and account for millions of dollars in inventory. This role will have some seasonal supervisory responsibilities. This role coordinates the store's receiving process and is responsible for assisting in the management of the inventory for incoming company products. This position reports directly to the Store Manager and Assistant Manager

JOB RESPONSIBILITIES

Customer Service

- Possess and further develop effective listening and communication skills. Encourage others to utilize these skills.
- Approach all communication with clients with politeness, and enthusiasm.
- While this role is not customer facing, this role is expected to provide quality service to vendors, drivers, etc.

Receiving and Inventory

- Ensure all products are received according to standard operating procedures.
- Ensure all products counted upon arrival.
- Report all damages and shortages to Warehouse Manager.
- Ensure all invoices signed.
- Completes claims for damaged or missing material and tracks through payment or closure.
- Conveys information in the sales order system as it relates to delayed line items or changes in product availability.
- Work with Assistant Manager to maintain inventory levels.
- Coordinate receiving schedule with vendors.
- Create and maintain a clean and orderly receiving area.
- Create receiving calendar visible and clear for the entire team.
- Maintain rack levels: vendor pick up, storage, break down removal.



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Care and Maintenance of all plant products and hard goods

- Work with management regarding arriving plant health and retail readiness.
- Responsible for plant health and watering up arrival and unloading through delivery to appropriate department.

Other Responsibilities

- Accept special assignments as directed by management.
- Attend staff meeting.
- Undertake training and development when deemed necessary.
- Assist in ensuring that all health and safety practice are followed.
- Comply with O'Toole's Policy and Procedures in the workplace.
- Adherence to O'Toole's core values.

QUALIFICATIONS AND SKILLS REQUIRED

- High school diploma or equivalent required.
- Strong knowledge of annuals, perennials, tropical, and a minimum of one (1) year of supervisory experience is required.
- Forklift, pallet jack and electronic pallet jack experience required.
- Two (2) years shipping/receiving warehouse experience is required.
- Strong work ethic and good problem-solving skills.
- The ability to prioritize receiving tasks.
- Excellent ability to maintain organization of product that ramps up extremely quickly in a short period of time that corresponds with our busy season.
- The ability to create and follow process for maximum efficiency in a short period of time.
- Excellent computer skills. Proficiency with the Microsoft® Office Suite (Word, Excel, PowerPoint, Google, and Access) and able to learn new software quickly.
- Able to work full time, 36+ hours a week, including weekend availability; during peak season, every weekend will be required.
- Ability to lift and move product weighing up to 50 pounds.
- Ability to work on your feet for the duration of your shift.
- Must be able to speak, read and write fluent English.
- Bilingual in English and Spanish a plus.
- Accuracy, planning and organization skills.
- Ability to adhere to O'Toole's core values.

PREFERRED SKILLS

- A.A Degree or bachelor's degree preferred
- 2+ years of Garden Center retail store experience with a successful track record and increasing levels of responsibility.
- Three years shipping/receiving warehouse experience.

CORE VALUES

Bring the sunshine

Smile, laugh and have FUN! We don't take ourselves too seriously...it's only flowers!



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We go ego free

We are seriously honest with ourselves in order to help others.

We don't know every story

We meet everyone with understanding and empathy. We listen, acknowledge and support.

Just say yes

We show up with an open attitude and enthusiasm to do our best for coworkers and customers.

We work hard

We are committed to quality in everything we do.

Palm trees not oak trees

We value flexibility and exploration. Just because we always have... doesn't mean we always should.

Own it!

We take responsibility for our commitments, even when it's tough.

Let's grow together

We strive to be better than we were yesterday, growing in knowledge and ability.

BENEFITS

Health Insurance

Dental Insurance

Supplemental Insurance

Employee Discounts

Vacation Time

Scheduling Flexibility

Work environment that understands work/life balance

Growth Potential