

JOB DESCRIPTION

Job Title: LOGISTICS CLERK

Department: Logistics

Location: Morgantown, WV

ABOUT GABE'S

Founded in 1961 in Morgantown, West Virginia, Gabe's is a leading off-price retailer. Since opening more than 60 years ago, Gabe's has focused on being the destination for the very best deals on everything you need. Old Time Pottery, a Tennessee-based home merchandise store, became a part of the Gabe's family in 2023. Combined, the companies offer customers a broader assortment of home and seasonal products at incredible prices. Today, more than 170 Gabe's and Old Town Pottery store locations are found across 20 states.

JOB SUMMARY AND PURPOSE

The Logistics Clerk performs data entry functions, clerical support, assists Vendor's in resolving issues with carriers, communicating routing instructions to Vendors and carriers for all types of freight movements within the logistics department. This position reports directly to the Inbound Traffic Manager, with working relationships with vendors, 3rd Party Carriers, Distribution Centers and the Logistics Team for both Inbound and Outbound Traffic.

DUTIES AND RESPONSIBILITIES

- Perform data Entry for all In bound Vendor purchase order (PO) submissions.
- Input routing and tracking information for Inbound orders.
- Contact vendors and carriers to arrange pick-ups of merchandise.
- Ensure POs are routed properly and within a timely manner.
- Maintain organized files both electronic and hard copy of routed orders and resolved issues for our vendors.
- Provide other various types of administrative support to the Logistics Department as needed.

EDUCATION AND EXPERIENCE

- High School diploma or GED equivalent is preferred.
- One (1) year of experience in an administrative support or secretarial role is preferred.
- Previous experience in a logistics operation or distribution center is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read and write the English language.
- Working knowledge of packing slips, receipt of goods purchases.
- Basic knowledge of arithmetic.
- Proven time management and organizational skills and ability to multi-task.
- Ability to stand for long periods of time and lift moderate weight (up to 50 lbs.).
- Ability to take direction and work collaboratively as part of a team.
- Must have basic computer knowledge, including familiarity with Microsoft Office products.
- Must possess good oral and written communication skills.

SUPERVISION

This position does not have any supervisory responsibilities.

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public.