

Job Title: COUNTER

Department: Distribution Center

Location: Store Support Center

JOB SUMMARY AND PURPOSE

The Counter accurately counts PO's. Enters information into handheld scanner. Forwards information to Data Entry.

WORKING RELATIONSHIPS

Reports to Product Manager. Works closely with DC leadership.

DUTIES AND RESPONSIBILITIES

- ★ Accurately counting items on PO's and verifying data integrity.
- ★ Entering data into handheld scanner in preparation for accurate processing.
- ★ Maintain safe working conditions at all times.
- ★ Maintains the work areas and equipment in a neat, clean, and organized manner following all safety regulations.

QUALIFICATIONS AND EXPERIENCE

- ★ Minimum of a high school diploma and one year of experience in shipping and receiving.

KNOWLEDGE, SKILLS, AND ABILITIES

- ★ Must be able to read and write the English language and use simple math.
- ★ Must be familiar with packing slips, receipt of goods purchases.
- ★ Must be familiar with Bill of Landing.

SUPERVISION

This position does not have any supervisory responsibilities.

COMPETENCIES

- ★ **Decision Quality** – Make correct decisions based on analysis, experience and judgment.
- ★ **Drive for Results** – Push themselves and others consistently to meet or exceed goals.
- ★ **Customer Focus** – Establish a relationship with customers to glean first-hand information that will enhance their experience and our products and services.
- ★ **Action Oriented** – Enjoy working hard and enthusiastically take on new challenges. Focus on solutions—not problems.
- ★ **Functional/Technical Skills** – Accomplish a job with complete technical and functional knowledge and skills.
- ★ **Ethics and Values** – Adhere to appropriate core values and beliefs during good and bad times. Act in line with those values.
- ★ **Peer Relations** – Find common ground and solve problems in a balanced manner that gains the trust and support of peers.
- ★ **Approachability** – Build rapport and put others at ease. Easy to talk to. Listen.
- ★ **Product Focus** – The ability to maintain direction and stay on target with the goals and project at hand to enhance the customer experience with our products and services.

PERFORMANCE MEASURES

- ★ Accuracy of data entry information

- ★ Report accuracy
- ★ Production
- ★ Time Management
- ★ Organization

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