

Established 1952



Business Systems, Inc.

Position: Warehouse Receiver

Job Description: Handle all types of shipping and receiving of equipment, parts, supplies, etc. Complete picking of equipment on sales orders for set-up.

Reports to: Warehouse Manager

Special Skills

- Data entry skills
- Good communication and telephone skills
- Good organizational and follow up skills
- Basic PC skills- Email, Excel, etc.
- Ability to work in a fast paced environment and meet shipping deadlines

Physical Requirements

- Ability to lift up to 50lbs regularly throughout the day

Availability to Work

- Mon-Fri 8:00am- 5:00pm with some after-hours work required

Training or Knowledge Needed

- High School diploma or GED
- Some knowledge of receiving is desired
- Knowledge of UPS and FedEx software a plus

We'll take care of it.