

Receiving Clerk

Full Time



Who we are We are an award winning grocery store, locally owned and operated since 1986. We are a fun place to work with friends that talk about food and work to provide food for your community! We proudly give back to our community by supporting the Boys & Girls Club, the Food Bank, Salvation Army and other local charities. We take a serious approach to workplace safety & security. We provide job and leadership skills training with opportunities for advancement.

Job Summary We are looking for a responsible Receiving Clerk to receive, inspect and record shipments with raw material or products. You will be responsible for unloading packages, checking their contents to ensure they match the orders, and many more duties as assigned. Proper performance of duties and responsibilities of this position is necessary to satisfy customers' needs and expectations.

- Competencies**
- Friendly and willing to help others
 - Ability to follow directions and learn new skills
 - Ability to read, write, add, & subtract
 - Ability to lift 50 lbs comfortably
 - Ability to stoop, bend, reach, and stand up to 3 hours at a time

Requirements Must meet the legal and company policy age required to perform specific job functions. We can teach you everything else that you need to know!

Benefits Health care benefits are available including medical, dental, drug and vision coverage. Company sponsored 401-k retirement plan. Paid vacations and paid holidays. MSU-N scholarships are available for employees and their immediate family members.

Pay \$13.00-14.00 hr; D.O.E.

Hours 32-40 Hour week, 6am-3pm M-F

Union UFCW

How to Apply Deliver or mail application to Attn: Brenda, Gary & Leo's IGA, 730 1st St. Havre, MT 59501

Email to brendaf@garyandleos.com

Apply online at www.garyandleos.com/Pages/19891/Havre_Employment_Openings/