

Job Description-Shipping/Receiving

General Description / Purpose

- Accurately receive all inventory into the retail management system
- Immediately notify carriers and/or vendors of any damaged shipments
- Accurately ship out packages and comply with all regulations set forth by DOT, BATF, and other federal and state regulatory agencies
- Regularly evaluate carriers to ensure competitive pricing
- Perform general supervision of Stocker/Runner including hiring, firing, training, evaluating, and disciplining

Work Schedule

- Typical work hours:
 - Facility Hours
Mon-Fri: 10am-8pm
Sat-Sun: 9am-7pm
 - Opening shifts may be required to begin their shift up to one hour prior to open and closing shifts may be required to work up to one hour after close
 - After hour shifts to accommodate special circumstances, such as physical inventory, special events, or restocking may be occasionally assigned at the discretion of management
 - Schedule may vary from week to week in the best interest of the company, however reasonable schedule preferences may be granted at the discretion of management
 - Hourly Full-time Non-Exempt position estimated at 30-40 hours per week or Hourly Part-time Non-Exempt position estimated at less than 30 hours per week
 - Occasional overtime depending on special events held at the facility with pre-approval from management

Primary Responsibilities

- Ensure inventory controls are in place so that receipts and transfers are accurately recorded
- Properly label all products in accordance with company policy
- Ensure BATF controlled devices are recorded in and out of log books / inventory management system in accordance with all federal and state laws
- Unload and load trucks safely and efficiently using company provided equipment and/or manually in accordance with company procedures
- Expertise in all product lines understanding how it should be stored, handled, packaged, and shipped
- Maintain safe and neat warehouse in accordance with OSHA and other regulatory agencies
- Knowledge of company's mission, purpose, and goals
- Thorough knowledge of the facilities Security policy and procedure
- Ability to operate warehouse equipment in a safe and effective manner -- computers, inventory scanners, telephones, paging system, forklift, pallet jack, etc
- Basic understanding of firearms sales and forms as required by Federal and State and Local laws; Form 4473, Multiple Handgun Sale (MHS) Form, Call procedures and Response Implications
- Basic knowledge of gun rentals, range equipment and basic gunsmithing services

- Basic knowledge of all rental machine guns and the ability to demonstrate their operation to customers while supervising the machine gun rental
- Dress appropriately for position adhering to facility dress code
- Other duties as assigned

Essential Knowledge, Skills, & Education

- Basic reading, writing, and arithmetic skills required. High school diploma or equivalent
- 3 Years' experience in warehouse
- Associate's degree or higher level of education preferred
- Self-motivated & exceptional organizational skills.
- Great Customer Service, communication, and organizational skills.
- Must be able to multitask.
- Ability and willingness to work cooperatively with others.
- Knowledge of Microsoft Office products and telephone protocol.
- Complete an annual shooting qualification.
- Ability to legally obtain a Florida Concealed Weapons Permit within the 90-day probationary period.
- High degree of discretion dealing with confidential information.

Physical Job Requirements

- Stand and/or sit continuously and perform job functions for a full shift with meal break.
- Physically able to stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb, balance, crouch, handle, carry and move items up to 50 pounds with or without reasonable accommodation
- Visual acuity corrected to perform job functions. Ability to distinguish color to perform job functions.
- Ability to hear and respond appropriately to facility commands.
- May be required to work in a non-climate controlled environment for all or part of the day.

This position reports to the General Manager. Additional duties may be assigned and this job description may change without notice at the discretion of management.