Receiving Clerk

Feed. Engage. Strengthen.

Imagine a place where your talent can make a meaningful difference in children’s lives. Working at Mountaineer Food Bank is a uniquely rewarding experience in which our employees work together as vital parts of a much larger mission: to feed the hungry in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven and focused on results.

We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry through a network of feeding programs and engage the state in the fight to end hunger.

**What you'll do**

We need someone that can work in the office and in our warehouse. You’ll be working with our warehouse team to accurately receiving product, verify counts and enter it into our software. This position will also work to process orders, provide donor receipts and assist in inventory control. This is a highly active area of the food bank that never slows down!

**Here are examples of what you'll be doing everyday:**

* Work with our warehouse to write up receiving paperwork and enter into our online software.
* Process orders, print pick sheet and invoices daily.
* Support our inventory process, including daily physical inventory counts.
* Do your part to help us run smoothly and pitch in wherever you can to advance our mission

**And then there's you....**

* You need to have an eye for accuracy and want every t crossed and i dotted. Detail orientated and a perfectionist that catches the smallest mistake.
* Willing to stay until the job is done right!
* Able to work in multiple fast paced environments, from the office to the warehouse and back.
* Great communicator that enjoys an active workplace.
* Excels with technology and is a fast learner with new software.

Of course...

We are an equal opportunity employer and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

$13.00-14.00 per hour salary range based on experience plus generous benefit package including 100% employer paid health, vision, dental, and life insurance. Also includes paid time off, and 401k option. This position is Monday-Friday, 8:30a-5:00p, regular schedule. Send resume, references, and cover letter to chad@mountaineerfoodbank.org by August 1.

Feel free to call or direct any questions about this opportunity to Executive Director, Chad Morrison at chad@mountaineerfoodbank.org or 304-364-5518. We look forward to talking to you!