



LANDMARK STAFFING

Position: Warehouse Receptionist

Location: Grand Junction, CO

Type: Full Time

Schedule: Monday - Friday 8:30 a.m. - 5 p.m. (with expectations of Overtime)

Some Saturday's during the Holiday Season

Wage: \$16.00 - \$18.00/ hour DOE

Retriever Freight is a dynamic and growing organization dedicated to providing exceptional services to our customers. We are currently seeking a Receptionist with Warehouse Experience to join our team. This role combines front desk responsibilities with the ability to support our warehouse operations, making it a pivotal position within our company.

We are looking for a Receptionist with Warehouse Experience to be the welcoming face of our company and efficiently handle various administrative tasks while supporting our warehouse activities. The ideal candidate will have a strong background in customer service, excellent organizational skills, and the ability to adapt to a fast-paced environment and multi-faceted work environment.

Reception Duties:

- Greet and welcome visitors, ensuring a professional and friendly first impression.
- Answer and direct phone calls, emails, and inquiries promptly and courteously.
- Maintain a clean and organized reception area.

Administrative Support:

- Schedule appointments and maintain appointment calendars as needed.
- Assist with data entry, filing, and other administrative tasks.
- Handle incoming and outgoing mail and deliveries.

Warehouse Support:

- Assist in receiving and processing incoming shipments.
- Maintain accurate inventory records and perform regular inventory checks.
- Support the warehouse team in organizing and storing goods efficiently.
- Coordinate with suppliers and carriers for timely shipments and deliveries.

Customer Service:

- Address customer inquiries and provide information about our products and services.
- Ensure customer orders are accurately processed and ready for shipment.
- Handle customer returns and exchanges in a professional and efficient manner.

Job Requirements:



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- Background Check and Drug Testing Required for this position
- Reliable transportation to and from work
- Pallet Jack or Forklift experience highly desirable for this position
- At least 1 year of Warehouse experience, preferably in inventory and order processing.
- At least 1 year of Administrative/Receptionist experience or equivalent
- Strong computer skills, with proficiency in Microsoft Office Suite.