

EMPLOYMENT OPPORTUNITIES

The employment opportunity(s) listed below had been provided to the Atlanta Workforce Development Agency as a courtesy to our customers. Please read each listing carefully to determine if you qualify for the posted position. Each announcement may have specific contact information or a process to apply for the position. You may be required to follow-up directly with the organization posting the position to determine whether your application is being considered. If you need additional information you may contact us at 404.546.3000.

Receiving Associate

Location: Atlanta, GA
Requisition ID: 266-603580
Posting Date: 9/28/2012
Shift: 1st
Status: Seasonal

Bring your passion for fashion to today's **Burlington Coat Factory**. If you are interested in a career in retail, consider joining one of the largest off price retailers of apparel and home furnishings in the nation. We always have a large selection of quality name brand merchandise at huge savings; coats, clothing and shoes for the whole family, fashionable accessories, home decor, and everything for baby. Burlington means one-stop shopping for labels you love at prices you love even more. With more than 450 stores, we're always looking for good talent that can drive results.

GENERAL PURPOSE OF POSITION:

As a part of the store operations team, the Receiving Associate will process incoming and outgoing freight according to Company standards. Responsibilities in this role will be within 1 of 4 areas: Material Handler, Direct Associate, Processing Associate or Line Handler.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES: Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

MATERIAL HANDLER

- Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area
- Clear processed garments/cartons to staging areas
- Ensure the truck is unloaded
- Key receive Direct Shipments
- Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

DIRECT ASSOCIATE

- Help receive and sort direct cartons when they arrive
- Prepare and finish appropriate paperwork for Direct cartons
- Open cartons, sort, hang, and tag products

PROCESSING ASSOCIATE

- Take unprocessed garments from Line Handler
- Check, ticket, and hang garments
- Identify errors in garment count and ticketing
- Handle hang sorter cartons and bring to floor staging area

LINE HANDLER

- Open boxes, identify items, and debug garments



- Direct unprocessed garments to Production Associates
- Identify "exceptions" and remove from regular assembly line
- Sort cartons as they come off the Nest-a-flex

Direct Supervisor Job Requirements - Internal Use Only -

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

To apply, [click here](#).