

**Job Title:** Receiver and Cut Flower Processor  
**Reports to:** Branch Manager  
**Location:** North Kansas City, MO  
**Company:** Baisch & Skinner, Inc.  
**Full/Part Time:** Full-time  
**Regular/Temporary:** Regular

**Company Description:** Baisch & Skinner is a wholesale floral distributor based in St. Louis, MO with seven branch store locations throughout the Midwest. Importers of fresh cut flowers, permanent botanicals, decoratives, glassware, and floral supplies, Baisch & Skinner is a business to business distributor that serves the floral, design, and hospitality industries.

**Responsibilities:**

- Receive and check in shipments by purchase order.
- Responsible for processing/unpacking/stocking/maintaining floral products according to standards.
- Clean containers, materials, supplies, or work areas, using cleaning solutions and hand tools.
- Empty water buckets and remove old flowers
- Packing and calling orders to assist in proper invoicing.
- Double checking orders for accuracy before packing
- Provide customer service and assist in transporting packages to customers' vehicles as needed
- Make deliveries as needed
- Contributes to team effort by accomplishing related results and other duties as assigned.

**Qualifications:**

- High School diploma or equivalent
- Ability to identify cut flower varieties and distinguish quality characteristics preferred but not required
- Excellent written and oral communication skills essential for professional phone and personal contacts
- Working knowledge of Microsoft Word, Excel and the internet
- Detail oriented with a demonstrated customer service focus, with professional demeanor and appearance
- Ability to work in a fast pace environment
- Ability to work as part of a team
- Valid state motor vehicle operator's permit for operation of box truck
- Willingness to work a flexible schedule to accommodate heavy work volume
- Ability to stand for extended periods of time
- Ability to lift, load, unload and move product weighing up to 70 lbs.