



LANDSCAPE · NURSERY · GARDEN CENTER

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OPPORTUNITY: Receiving Associate – Retail Store – Wilmette, IL

Chalet is a fourth generation, family owned company that has been successfully serving customers for over 100 years. Our Retail Store is the ultimate source for the home, garden, and landscape where discerning homeowners can find inspirational ideas, creative solutions, and expert advice.

We have an opportunity for a Receiving Associate to join our team and take us process our wide assortment of plants and products for pets, gardeners, and those who enjoy caring for their home and treating themselves.

The main responsibilities are:

- Working outdoors and indoors unloading incoming shipments in our open-air receiving area where you can escape the warehouse and embrace the sunshine.
- Along with the rest of your team, you will help to manage the hub of our retail inventory control process by accurately counting and recording merchandise received, inspecting shipments for accuracy, and reconciling purchase orders.
- Updating our inventory system as products are received and added including all of our numerous plants coming in year-round.
- Generate and allocate price tags using our inventory software.
- Maximizing our storage facility usage by organizing inventory in the stock room and returning damaged merchandise to vendors.

The ideal candidate will possess the following qualifications:

- 2+ years retail, inventory or shipping receiving experience, or equivalent.
- Intermediate computer and basic math abilities with a high school diploma or equivalent.
- The ability to stand for 8+ hours and lift 75+ lbs.
- The ideal candidate will pay extreme attention to detail, have a strong work ethic, be able to work independently as well as with a team, and be accountable, reliable and trustworthy.

This is a full-time position that requires 40+ hours per week. The schedule includes working both Saturday and Sunday and 3 days during the week (with 2 consecutive weekdays off available if that's your preference). We offer a full benefits package including medical, dental, vision, FSA, life and disability insurances, paid time off, employee discount, paid holidays, and 401(k) with match.

If you or someone you know is qualified and interested in this opportunity, please reach out to Alex Mikus at [AlexM@ChaletNursery.com](mailto:AlexM@ChaletNursery.com). Thank you.