

Position: Stock Associate **Reports To:** General Manager and/or Associate Manager

Location: Store **Type:** Casual, Non-Exempt

discover your purpose...

Receive shipments & accurately maintain inventory records. Maintain stockroom & off-site locations. Assist sales team in replenishing sales floor after shipment or during recovery periods.

who we are...

Our mission is to enhance the quality of our customers' lives at home. We put the customer at the center of everything we do, every day. Our corporate values that guide our actions and decisions are our People First culture, customers, quality, shareholders, integrity, and corporate responsibility.

who you are...

- Love to keep things organized & have an unmatched attention to detail to accurately maintain inventory records
- Passionate about the delivering the highest level of customer service standards to internal & external customers
- Ultimate team player, eager to jump in & help your colleagues to get the job done
- Curious & creative, striving for ways to simplify processes & procedures to streamline work
- Proven success achieving results both independently & through teamwork
- Hands-on teammate, who takes a proactive approach to all tasks

At Williams-Sonoma you will....

- Exemplify the highest level of customer service standards to internal and external customers.
- Scan shipment as delivered.
- Ticket and stock merchandise in the stock room or prepare for immediate distribution to the sales floor.
- Provide feedback to supervisor regarding inventory levels and damages.
- Organize stockroom by department and categories and stock merchandise on appropriate shelves or in off site locations. Adjust stocking procedures to ensure aisles and exits are clear.
- Ensure that merchandise is safely stored, properly ticketed packaged and logged, and easily located for replenishment.
- Pack and log merchandise as required for customer deliveries.
- Transport merchandise to and from remote stockroom locations and maintain accurate inventory records.
- Ensure that the stockroom is clean, swept, with garbage removed and supplies organized.
- May assist on sales floor during peak times and as assigned.
- Complete tasks listed on daily agenda or as assigned (i.e., maintenance of store, lighting, cleaning).
- Comply with all Company policies and procedures.
- Ensure all appropriate stockroom procedures are followed to minimize loss to the company.

what we're looking for...

- High school diploma or equivalent preferred
 - 1-2 years stockroom (or related work.) experience.
 - 1-2 years customer service experience preferred.
 - Basic product knowledge preferred but not required.
 - Effective time management skill to execute multiple tasks simultaneously.
 - Ability to be mobile in the stockroom or on sales floor for extended periods of time
 - Proven ability to operate and read scanning equipment for extended periods.
 - Full time associates are expected to have open availability to meet the needs of the business. Casual associates must be available to work a minimum of four regularly scheduled shifts, two regularly scheduled shifts during the weekend* (Saturday and/or Sunday) and two regularly scheduled shifts during weekdays. Associates must be available for annual inventory and entire holiday season (November and December).
 - Ability to lift and carry medium-to-large items, weighing up to 100 lbs., utilizing appropriate equipment and safety techniques.
- *Example: A Casual associate has open availability on Saturday, but does not have Sunday availability. The associate still satisfies the requirement of having two available shifts on the weekend, both just happen to be on Saturday