

Receiving Manager Position

Full-time, Monday-Friday

About Us:

Swansons Nursery is a 5-acre garden store located in the heart of a residential Seattle neighborhood since 1924. We proudly partner with our customers and share our passion for plants with the community.

Why Work at Swansons?

Swansons Nursery is a place where employees can really make a difference every day. We are a group of passionate and creative people with a love of plants and of helping people. Enjoy working in a beautiful, plant-filled environment with supportive co-workers and the freedom to take initiative, be creative, and make people's day brighter.

About the Receiving Manager Role:

We are seeking an energetic people person to manage our receiving department. You will supervise and work alongside a team of 4-6 people unloading delivery trucks, completing accurate documentation, and preparing orders for stocking. The responsibilities of the role include:

- Constant priority setting and problem solving in a very fast-moving environment.
- Collaborating and communicating with the managers of the other departments to set priorities, provide status updates regarding received orders, and to stay informed as to the details of expected shipments.
- Coordinating with the inventory administration and accounting teams to ensure accurate and seamless process completion and precise paperwork completion.
- Staying organized and efficient by delegating tasks to team members.
- Keeping your team engaged, efficient, and organized.
- Clearly delegating tasks to team members.

This is an all-weather job where you are on your feet all day. You must be able to lift up to 50 pounds occasionally and 10 to 20 pounds repeatedly.

Receiving Manager hours are generally Monday – Friday 8:45 – 5:00, but you should have the flexibility to stay late or come in early, as needed.

What We're Looking For:

- You can set the pace and lead by example.
- You have excellent communication skills, an exceptionally flexible mindset, and a love of coordinating with people to solve problems.

- You can constantly reset the priorities of the department while also keeping in mind the needs of the whole store.
- You strive to exceed expectations.
- You have previous supervisory experience.

Wage range (hourly): \$25 - \$27

The Benefits of Working at Swansons

Swansons employees enjoy a supportive and inclusive work environment. We offer competitive wages and benefits as well as the unique opportunity to work in a beautiful, plant-filled environment.

Benefits for all employees

- Join a caring community of plant enthusiasts
- Learn about plants and gardening
- Employee discount of 40% off all plants and products!
- Double-time for 3 “working” holidays (if worked)
- Employee Assistance Program
- Paid time off (accrual of 1 hour per 40 hours worked), eligible for use after 3 months of employment
- 401K with a 3% employer match after 6 months of work

Added Benefits for full-time employees averaging 30 hours or more per week

- Paid time off accrual increases after 1-, 5-, and 10-year anniversaries
- 3 annual paid holidays after 1 year of employment
- Medical, Dental, and Vision coverage after 2 months of full-time employment (Swansons pays 75% of insurance premiums)
- Flexible Spending Account (FSA)
- Educational assistance after 1 year of employment*
- Jury duty pay after 1 year of employment (up to 40 hours during a calendar year)

* For specific details, please inquire.