**BuggyBusters Job Description – Auction Processor**

**Summary:**

The Auction Inventory Stocker will be responsible for unloading goods from a trailer and arranging/setting up items to sell in our auction. They are also responsible for tagging all items with correlating lot numbers. The item description will be uploaded to the Auction software. Forklift experience preferred.

**Other duties and responsibilities**:

* Sort and evaluate incoming inventory.
* Photograph and provide detailed descriptions for auction merchandise.
* Utilize proper safety techniques and equipment use when necessary.
* Maintain clean work area and assist with general housekeeping.
* Understand and follow all Buggy Busters policies and standard operating procedures.
* Demonstrate professionalism and presents a friendly, cooperative attitude.
* Ability to function well in a high-paced and at times stressful environment.
* Additional task may be assigned as needed.

**Required Skills/Abilities:**

* Retail experience that includes receiving and stocking.
* Prolonged periods of standing, walking, lifting, and bending.
* Must be able to lift 35 pounds.
* Attention to detail.
* Team Player and excellent customer service skills.

**Education and Experience:**

* High school diploma or equivalent preferred.
* Retail and/or distribution experience preferred.

*BuggyBusters is an equal opportunity employer (Minorities/Females/Disability/Veterans) committed to a diverse workforce.*