



Position: Inventory Administrator

Department: Retail (Shops and Warehouse)

Classification: Full-time; Non-Exempt

Reports to: Vice President of Retail

Posted March 28, 2022

General Summary

This position is in support of the Museum of New Mexico Foundation Shops. Gift shops currently include the New Mexico Museum of Art, New Mexico History Museum, Museum of Indian Arts and Culture, and Museum of International Folk Art. Inventory database entry, replenishment, and store tech support are the primary duties. Other duties include customer support for webstore orders, annual store inventory lead, and processing of wholesale orders. As a member of a small team that supports the shops you would also need to step in wherever needed to help at our warehouse – which includes helping process incoming shipments, and general administrative duties. Inventory control software experience is necessary.

Essential Functions & Responsibilities

- Inventory database management, entry of new data, and replenishment of select categories.
- Software/POS support to 5 retail stores, coordinate/communicate with outsource tech service, coordinate membership integration.
- Monthly sales reporting for accounting and producing paperwork for all non-inventory payables.
- Customer service – internal support for Store Managers, external service contact for webstore and wholesale sales.

Required Qualifications

- Experience in retail management and customer service/public contact positions with the ability to problem solve and strategically plan
- Proven track record of meeting and exceeding sales and financial goals
- Must have proven leadership, interpersonal, and communication skills
- Excellent computer skills, including proficiency in Outlook, Word, Excel, and PowerPoint, POS and merchandizing data systems and e-commerce

Needed Attributes

- A collegial and collaborative leadership style.
- Ability to maintain a high level of professionalism at all times
- Able to communicate effectively with staff, donors, members, and volunteers
- The ability to work independently and as part of a team
- Positive attitude, patience, and tolerance



- Has the resources necessary to stay abreast of current trends, demographic changes and industry best practice
- The ability to be an informed and articulate spokesperson for the Foundation and the divisions and be a passionate advocate for philanthropy

Salary & Benefits

- Salary commensurate with skills and experience.
- Medical and dental insurance options (80% of premiums covered for employee)
- Life and long-term disability insurance
- Generous paid time off
- 401(a) and 403(b) retirement options
- Complimentary Museum of New Mexico Sponsor-level membership
Includes membership for two adults, and up to four children under age 18, along with membership in the North American Reciprocal Museum (NARM) Association.

To Apply

Please e-mail PDFs of your resume and cover letter to apply@museumfoundation.org, including "Inventory Admin" in the subject line of your e-mail. *No phone calls please.*

Applications will be accepted until the position has been filled.

The Museum of New Mexico Foundation is an equal opportunity employer.