



Position: Receiving Administrator

Classification: Full-time; Non-Exempt

Supervisor: Vice President of Retail

Updated: 9/1/22

Job Summary

Assist in all facets of the warehouse facility and handle the functions of fulfillment for customer sales and the receiving and distribution to the shops of incoming merchandise.

Essential Functions & Responsibilities

- Receive and label incoming shipments, check for damages, and sort stock for distribution in the store.
- Print and enclose transfer/receiving documents for merchandise to the Shops.
- Assist with training of additional warehouse staff and direct helpers on receiving as needed.
- Contact vendors and resolve any shipping issues.
- Manage organization and upkeep of warehouse receiving areas.
- Data Entry and processing of orders through Teamworks CHQ system.
- Assist with purchase order management – maintain Open PO file.
- Maintain vendor contacts, invoice maintenance, and return-to-vendors.
- Handle repairs and damage RTVs.
- Utilize Teamwork Inventory system within Warehouse Operations.
- Assist with Cards, Prints, and Posters in Buying Office – counts, card packs.
- Manage Year End Physical Inventory Count of warehouse and act as a team lead in annual inventory of stores.
- Assist in processing sales through our webstore shopmuseum.org.
- Keep up with the movement of merchandise in the store and warehouse.
- Ability to think quickly and resolve issues.
- Strong leadership skills to manage and motivate receiving employees and train new employees.
- Knowledgeable in shipping management and transaction software, as well as MS Office.
- Perform other duties as assigned.

Qualifications

- Bachelor's Degree or equivalent experience preferred.
- Previous retail/wholesale or receiving/shipping experience required.
- Must possess strong customer service and conflict resolution skills.
- Ability to work with a diverse group of people including the public.
- Must be able to lift 50 pounds.
- Familiarity with retail and museums will be a plus.
- Must have proficiency with Windows, Microsoft Office, the Internet and Point of Sale systems.



Needed Attributes

- Must be organized and detail-oriented with a strong sense of urgency to complete tasks.
- Strong communication skills to represent the museum and foundation in a positive and professional manner. Fluent in English.
- Must be self-motivated with the ability to initiate and follow through on projects independently.
- Ability to multi-task Dependability and reliability are required.

Working Conditions & Physical Effort

- While performing the duties of this job, the employee is regularly required to talk or hear to others.
- This position requires frequent manual dexterity in combination with eye/hand coordination such as keyboarding and handling equipment.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.
- The ideal applicant must be able to occasionally lift and/or move up to 50 pounds.
- Long periods of sitting.

Please Note

The Museum of New Mexico Foundation may unilaterally change the requirements of this job description at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The above requirements represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Museum of New Mexico Foundation is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based on race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

I have read and understood the above job description. I verify that I meet the required qualifications and am able to perform the essential functions and responsibilities of this job description.

Full Name (printed)

Signature

Date