



**Position Title:** Shipping and Receiving Specialist  
**Department:** Retail  
**Location:** Santa Fe, NM  
**Pay Range:** \$19.00/hour  
**Hours:** Full-Time, Non-exempt

### **Position Summary**

The Shipping & Receiving Specialist is responsible for handling all of the shipping, receiving and stocking needs of the museum store in all of its locations, including online retail orders, and also the various departments within the Santa Fe campus, with a commitment to providing outstanding customer service for all internal and external customers.

### **Responsibilities include but not limited to**

- Responsible for all receiving of product and supplies within the museum stores. This includes accurate, timely counting of all items against packing slips and cross referencing with internal purchase orders.
- Responsible for preparing inventory transfers between the Santa Fe and Abiquiu retail stores, to keep all stores well stocked and fulfill online orders.
- Responsible for the proper flow of paperwork from Receiving to Finance and any other relevant departments, including internal requisitions and orders.
- Responsible for shipping all product from web and in-store orders, maintaining clean, accurate shipping logs and communication shipping updates with customers and staff as needed.
- Responsible for the daily distribution and collection of mail and intra-office memos throughout the Santa Fe campus.
- Responsible for evaluating and improving on overall efficiency and warehouse procedures.
- Perform additional duties, either incidental or implied, consistent with the employee's background or training which may be reasonably delegated as being in the best interest of the Museum.

### **Background and Qualifications**

- GED or HS diploma, Required
- 5 years' experience working in shipping and receiving of retail product and warehouse operations

### **Skills and Abilities**

- End-to-end working knowledge of shipping and receiving within a high-volume retail environment.
- Excellent organizational and logistical skills, with an ability to work highly independently.
- Excellent communication skills, with a customer service-oriented mindset for working in a back-of-house position.

- Experience with safely handling small to medium machinery, including hand trucks, pallet jacks, lifts and other warehouse tools.
- Able to handle multiple priorities
- Ability to work creatively and collaboratively in a team-based environment

**Benefits**

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term Disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

**To be considered, please send your resume to:**

**[Jobs@okeeffemuseum.org](mailto:Jobs@okeeffemuseum.org)**

*The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.*