

Mount Rushmore Society

Warehouse Supervisor

Title: Warehouse Supervisor

Reports to: Director of Retail

Exempt/Non-Exempt Status: Non-Exempt, year-round

Overview:

Join our retail team at Mount Rushmore National Memorial. We are seeking a full-time Warehouse Supervisor to support our Bookstore operations at the Memorial.

The Warehouse Supervisor will be based out of Keystone, SD, to ensure the highest level of visitor services in collaboration with the Mount Rushmore Society leadership team and our partners, the National Park Service.

Responsibilities

- Ensures warehouse and inventory storage areas are orderly, safe and well-maintained
- Oversees and coordinates daily warehouse activities such as receiving and storing product and managing inventory levels at each location
- Verifies orders and checks shipments for accuracy
- Accurately enters shipments upon receiving into computer
- Efficiently navigates POS system and troubleshoots IT issues
- Assists with on-site safety, security and compliance guidelines
- Works closely with Retail Supervisor to ensure timely deliveries are coordinated and items are priced correctly
- Maintains safe, clean attractive stores with robust product levels

Qualifications

- Technical, Trade or Vocational degree, High School diploma/equivalent or 2 years functional experience
- Extensive knowledge of retail procedures and operations
- Ability to communicate clearly, in person and via e-mail and telephone
- Knowledge of POS software systems and inventory management
- Familiarity with POS equipment and able to troubleshoot
- Prior experience in a retail/inventory leadership role preferred
- Excellent interpersonal skills and strong organizational skills
- Ability to work evenings, holidays and weekends as needed
- Ability to bend, climb, carry, reach and kneel and climb up/down ladders
- Must be able to lift or slide 40 lbs.
- Must have valid driver's license

Work Environment

The majestic Mount Rushmore National Memorial and the city of Keystone is the location for this work. The majority of working hours will be spent between three store locations at the Memorial and in our warehouse in historic Keystone. Moderate physical activity such as walking, standing, unloading and organizing shipments, transport of boxes and supplies is required.

The tempo at Mount Rushmore goes from the silence of winter . . . to the chaotic hum of summer . . . to the gradual slowing of visitation in the fall. Annually, Mount Rushmore hosts approximately 3 million visitors.

This job summary is intended to describe the general nature and level of work to perform this job. It is not intended to include all duties. You will be provided a copy of a final job description upon hiring. Mount Rushmore Society is an equal opportunity employer.

Eligible to receive benefits in accordance with Employee Benefit Package for full time employees.

To be considered for this position, email your resume to anna@mtrushmore.org.