



Job Description: Warehouse Specialist

Summary:

Warehouse Specialists assist the Warehouse Manager in receiving & distributing product to several busy retail store locations. One of the ways the Glacier National Park Conservancy (GNPC) raises money for Glacier Park is by selling souvenir items in the National Park Service (NPS) Visitor Centers.

Warehouse Specialists are primarily focused on fulfilling and delivering orders to the stores. Warehouse work is both physical and detail oriented. It's helpful to be good with data and numbers to help ensure accurate inventory counts. Warehouse Specialist positions are based out of West Glacier, MT. The warehouse season runs from April – October.

It's a big job to keep the stores stocked and the warehouse organized. We sell through a lot of product in a short season, and our stores are small with limited storage space. It takes a dedicated effort to get the right product to the right locations in a timely manner. We work in a fast-paced environment that does not stop during the height of the season!

It's truly a team effort to keep the checkout lines moving efficiently and to keep the shelves well-stocked with product, and the warehouse team plays an integral role in making it happen. Ultimately, the money raised in our retail stores supports our mission to preserve and protect Glacier Park for future generations.

Job Duties and Responsibilities:

- Receive incoming deliveries and check in product in a timely manner
- Create and pick orders for the stores, and communicate with stores about what is needed
- Deliver product to stores and assist with putting product away in stockrooms
- Notify Warehouse Manager when inventory discrepancies are discovered, or when stock is low
- Price product and check that product information is accurate in POS system
- Spot check inventory counts to ensure POS system is accurate
- Follow Covid-19 protocols based on current GNPC and NPS guidelines
- Keep warehouse clean and organized
- Assist with end of season inventory counts
- General facilities work including cleaning, yard work, and light maintenance
- Follow the Employee Handbook for maintaining a safe, professional, and positive environment
- Other duties as assigned

Education and Experience:

- High School diploma required; some college preferred
- One year warehouse/fulfillment experience preferred
- Previous experience with POS systems preferred
- Must have valid Driver's License

Knowledge, Skills and Abilities:

- Ability to work independently with minimal supervision and also to work collaboratively with other warehouse and store staff

- Strong organizational and time management skills
- Attention to detail
- Willingness to admit mistakes and make efforts to correct them
- Ability to work well as part of a team
- Excellent communication and problem-solving skills
- Flexibility and ability to prioritize tasks
- Understanding of appropriate behavior in a professional work environment

Physical Requirements and Work Environment:

- Ability to stand, be active, and/or drive for a minimum eight-hour shift
- Frequently lift and handle cartons weighing up to 50 pounds, with the use of handcarts
- Willingness to drive a 15 passenger van on mountain roads in inclement weather
- Ability to bend down or kneel on the ground to stock or pull product from shelves
- Positive attitude to work in a fast-paced environment
- Willingness to work holidays and weekends
- Flexibility to accommodate changes to the schedule, due to unpredictable weather or wildfires