



## **POSITION ANNOUNCEMENT: DISTRIBUTION CENTER ASSISTANT**

Grand Canyon Conservancy (GCC) announces an exciting, one-of-a-kind opportunity for a Distribution Center Assistant, to be a part of a dynamic Distribution/Retail Team, distributing and retailing products for one of the most revered national treasures, Grand Canyon National Park. Founded in 1919, Grand Canyon National Park hosts over 6.4 million visitors annually and celebrates its Centennial in 2019.

Grand Canyon Conservancy is the nonprofit partner of Grand Canyon National Park, raising funds to enhance visitor experiences and conservation efforts in the park, operating eight retail shops featuring GCC publications, providing premier guided educational programs about the natural and cultural history of the region, and connecting people to the park through a base of more than 22,000 supporters.

## **DISTRIBUTION ASSISTANT-SEASONAL**

The Distribution Assistant position supports our Distribution Center operations, located within the Park. The Distribution Center operates 6 days per week, excluding holidays, and work schedules vary. This position requires being able to work on Sunday's The Distribution Assistant is supervised by the Distribution Manager.

## **PRIMARY RESPONSIBILITIES**

Duties vary with the workload, and could include, but are not limited to, the tasks listed below.

- Independently receive and verify inventory against purchase orders
- Process required paperwork and computer fulfillment
- Establish and maintain good working relationships with suppliers, delivery drivers, and NPS personnel.
- Basic warehousing duties including efficient and accurate picking, stocking, and ticketing of inventory
- Process inventory as required, including pricing, creating kits, rolling posters, and any other duties related to getting products ready for sale in our retail stores
- Assist in daily and annual inventory counts
- Maintain work area safety, cleanliness, and organization
- Ability to meet and maintain established production goals for each assigned task
- Ability to communicate effectively with others from varied backgrounds
- Assist the Distribution Manager as required by doing special projects or other tasks as needed or assigned
- Complete daily order processing and shipping for the GCC online store

## **MINIMUM QUALIFICATIONS**

- 18 years of age
- Valid driver's license and ability to drive the warehouse delivery vehicle required.

## **PREFERRED QUALIFICATIONS, SKILLS AND CHARACTERISTICS**

- Working knowledge of, or demonstrated ability to learn, warehouse computer systems
- Ability to operate a hand truck and be able to climb ladders to obtain products from higher shelves.
- Ability to work in a fast-paced environment and exercise good judgment when problems or unusual situations arise
- The ability to promote and maintain a positive work environment
- E-commerce experience highly desirable

## **WORKING CONDITIONS**

- Lift 50 lbs. repeatedly and up to 75 lbs. occasionally
- Stand for long periods of time.
- Complete highly repetitive tasks for long periods of time.
- Driving to help with deliveries

### **TOTAL COMPENSATION**

This is a seasonal, full-time, non-benefit eligible, non-exempt position located at Grand Canyon South Rim. Salary is commensurate with experience. There is no housing available for this position.

### **TO APPLY**

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Please visit our website at: <https://www.grandcanyon.org/about-us/employment/>

We ask that you include a resume and cover letter with your application.

**Grand Canyon Conservancy is an Equal Opportunity Employer**