



POSITION ANNOUNCEMENT: SEASONAL DISTRIBUTION CENTER ASSISTANT

The Distribution Center (DC) Assistant position supports our DC operations, located within Grand Canyon National Park. The DC operates five days per week, excluding holidays, and work schedules vary. This position is supervised by the DC 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
- The process required paperwork and computer fulfillment
- Establish and maintain good working relationships with vendors, 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 the product ready for sale in our retail stores
- Assist in daily and annual inventory counts
- Maintain work area safety, cleanliness, and organization
- The ability to meet and maintain established production goals for each assigned task
- The ability to communicate effectively with others from varied backgrounds
- Assist the DC Manager as required by doing special projects or other tasks as needed or assigned

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
- The ability to operate a hand truck and be able to climb ladders to obtain products from higher shelves
- The 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

GCC CORE VALUES

GCC has identified four core values that represent how we interact with our employees, partners, visitors, supporters, and followers. Our values include:

- **Integrity:** We are honest, respectful, inclusive, caring, and accountable for our actions. We operate at a high level of excellence, utilizing our resources to their best and fullest potential.
- **Education:** We are a dynamic learning organization uniquely positioned to cultivate the "awe" of the Grand Canyon.
- **Service:** We embrace our role as a valued partner of the National Park Service at Grand Canyon National Park and will provide the highest level of excellence in every interaction with employees, partners, visitors, supporters, and donors.
- **Connection:** We foster a sense of wonder and adventure for the Grand Canyon.

WORKING CONDITIONS

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

TOTAL COMPENSATION

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

HOW TO APPLY

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