

Position Available

Title:	Retail Inventory Specialist
Reports To:	General Manager of Retail
Pay Type:	Full-Time, Regular, Non-Exempt, 35 hrs/week
Salary:	Commensurate with Experience and Education
Benefits:	Group Medical and Dental Insurance, Life and Long Term Disability, Insurance, Retirement Plan, Flexible Spending Plans, Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule:	Monday – Friday, 9am – 5pm
Work Location:	Beck building, a non-smoking facility

Responsibilities:

Assist the warehouse manager and buyers with the following tasks:

- Receive books and gifts for the Beck Shop, The Shop at Bayou Bend and The MFAH Shop website
 - Coordinate with management on weekly plans of action
 - Ensure all corresponding paperwork is complete when receiving merchandise
 - All merchandise from the warehouse must be properly received before being transferred or placed on the sales floor
- Unpack and inspect incoming merchandise the day it was received into the warehouse, checking against packing slip, invoice, or purchase order, and ensure that merchandise is undamaged with correct type, quantity, and prices for all areas.
 - Upon inspection, if any merchandise is damaged or missing from any shipment, contact the vendor immediately to resolve any discrepancies
- Work with vendors and shipping carriers for domestic and international shipments to resolve delivery/invoicing issues, prepare proper receiving paperwork, make computer adjustments and tag merchandise
- Transfer, deliver and restock merchandise to shops and storage areas
- Maintain organization and process purchase orders, appropriate logs and files, for all areas
- Prepare and process merchandise returns in a timely manner
 - Monitor book/gift returns weekly and evaluate each month with Management
- Follow up and monitor the status of returns weekly, to ensure credit to MFAH in a timely manner
 - Report all credit memos to the Retail Operations Administrator weekly
- Communicate product and vendor information to the management as it is received
- Create skus and POs for incoming merchandise, as needed
- Track special, rush and event orders for timely delivery
- Organize the book signing/event calendar and cover the events accordingly, including prep work, sales, author/artist assistance and event breakdown
 - Coordinate all book events with management

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MFAH *The Museum of Fine Arts, Houston*

- Assist with setting up and breaking down store-related events
- Coordinate delivery and payment of interdepartmental catalogue requests
 - Report all interdepartmental catalog sales to the Retail Operations Administrator
- Package and process wholesale catalogue orders, including freight arrangements
 - All information should be communicated to Management
- Display/stock books in The MFAH Shop, Café and Visitor Center window
- Mentor floor staffs regarding book display and stocking, updating staff on important inventory, availability, and changes
- Write and edit copy for web inventory, online and in-store advertising for museum publications and other gifts posted on social media
 - All content should be reviewed and approved by management prior to posting
- Maintain and review web content for inventory and accuracy. Coordinate with other staff to update according to stock and the MFAH exhibition calendar.
- Organize and maintain merchandise for physical inventory counts and necessary storage space in warehouses and all sales locations
 - All MOS, damages, returns and live inventory should be maintained designated locations in the warehouse
 - Participate in annual inventory for all shop locations
- Work with The MFAH Shop and Bayou Bend management and shop staffs to organize and monitor inventory stock levels of books and gifts across all shops
- Manage and stock website inventory
- Monitor retail pricing according to inventory levels & out-of-print/market value status on books and other gift merchandise
- Run daily reports to check Retail receiving balance
- Keep a safe, clean and organized working environment in Warehouse at all times
 - Sweep warehouse daily
 - Remove merchandise from tables daily and clean as necessary
 - All shipments should be cleared from warehouse floor daily
- Help maintain necessary departmental /shop supplies
- Provide customer service for web sales, including completing sales, packaging orders and answering emails
- Perform other duties and special projects, as requested, including coverage of the sales floor, when requested
 - Must have flexibility in working after hours events

Skills, Knowledge, and Abilities:

- Must have strong computer skills (Word, Excel, Access, and Publisher)
- Knowledge accounting procedures (receivable and payable), record-keeping and filing
- Knowledge of Siriusware point of sale system desirable
- Excellent organization, verbal and written skills
- Self-starter who can handle details accurately with minimum supervision
- Must be able to set priorities, identify and correct problems, handle diverse responsibilities, and work flexible hours as needed
- Must have computer, math and typing skills, with the ability to handle departmental record keeping

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- Must be able to lift boxes weighing 50+ lbs. on a regular basis

Education and Experience:

- Minimum of 2 years warehouse or stockroom experience
- Book and Retail background a plus

How to Apply:

Send resume to Human Resources, Job 19-046RET, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7597 or email: jobs@mfah.org or apply at <http://mfah.org/about/careers>

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