



## Warehouse Coordinator

The Baltimore Museum of Art is seeking a full-time Warehouse Coordinator to work closely with departments across the institution on their storage needs. The Warehouse Coordinator will have an understanding of inventory management, space management and ability to coordinate the movement of various and diverse types of objects.

This full-time, exempt position reports to the Operations & Warehouse Manager and works closely with all departments across the museum.

### RESPONSIBILITIES

Responsibilities include but are not limited to:

- Auditing and reporting inventory while making recommendations
- Monitoring work and ensuring the safe use of warehouse equipment
- Establishing warehouse practices and protocols to achieve an efficient warehouse
- Setting up logical organization systems and creating communication systems within the warehouse
- Rearranging containers for improved efficiency and maintaining clear aisles for easy navigation
- In collaboration with the Operations & Warehouse Manager, closely monitor Operations & Warehouse inventory volumes and capacity
- Preparing and maintaining a variety of records, logs and reports as required; maintaining inventory of items in the warehouse; filing records as required
- Keeping up-to-date on the latest federal and state safety regulations
- Communicating with other departments to resolve logistical challenges and to ensure items are properly located in the warehouse
- Ensuring timely unloading, receiving, and storage of goods while maintaining inventory accuracy and protecting product from damage
- Ensuring and promoting a safe and clean work environment

### QUALIFICATIONS

- Ability to work independently and also collaboratively
- 2-3 years experience in a warehouse environment preferred
- Ability to use MS Office and inventory management software
- Ability to maintain inventory and utilize space effectively
- Effective communication skills, including writing, speaking and active listening
- Great interpersonal skills
- Exceptional time management and organization skills
- Familiarity with inventory control practices and logistics
- Physical strength including ability to lift up 50 pounds, stamina and the ability to walk or stand for long periods of time
- Possess a valid, Maryland driver's license and a clean driving record

### **BENEFITS**

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan with match, long term disability, flexible spending account, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

**SALARY** - \$47,000

### **APPLY**

The BMA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send cover letter, resume, and salary requirements via email to [HR@artbma.org](mailto:HR@artbma.org) with **“Warehouse Coordinator” Last Name and First Name** in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.

Position will be posted until filled.