



### **Position Announcement: Assistant Warehouse Manager, Zion Canyon**

Zion Natl Park Forever Project (ZFP), a leader in non-profit public lands partnerships, believes that our best employees are our greatest strength. As such, we are seeking qualified candidates for the position of a full-time Assistant Warehouse Manager that is committed to our mission of Zion National Park. ZFP is Zion National Park's official nonprofit partner, raising private funds through high quality interpretive retail sales and philanthropy efforts which directly benefit the park. Our park store operations are open 7 days a week, including holidays, with varying schedules.

#### **Job Summary:**

Our ideal candidate would work in collaboration with the Warehouse Manager to oversee the daily operational requirements of our warehouse while helping to fulfill the needs of our park stores retail operations. Duties include receiving and processing deliveries, computer data entry, stocking and delivering inventory to our offsite retail operations. Position assists with conducting regular physical inventory cycle audits and year end overall inventory count. In the absence of management, may include supervising the warehouse team. Position will include working Saturdays and Sundays as required.

#### **Primary Responsibilities:**

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

- Work under the direction of the Warehouse Operations Manager to effectively run operations.
- Create and execute a daily list of priority tasks while leading the warehouse team by example.
- Assist in basic customer service problem resolution in the absence of manager.
- Operational understanding of our Point of Sale System to control inventory stored in our warehouse along with initiating warehouse to retail store transfers and inventory reporting.
- Maintain a clean, organized, and safe warehouse environment.
- Works alongside the warehouse team to receive, unpack, store, and label inventory products as it is delivered.
- Perform other duties as assigned by management.

#### **Job Relationships:**

This position works closely with our retail store management, store ambassadors and with our National Park Service partners. A positive attitude and cooperative nature are essential in maintaining these important relationships.

**Qualifications, Skills and Characteristics:**

Warehouse and supervisory experience is preferred but we are willing to train the ideal candidate.

A strong work ethic and the willingness to adhere to ZFP and NPS policies and procedures.

The ability to lift and carry boxes weighing up to 50 pounds as well as standing for extended periods of time is required for this position.

Must be able to work independently and efficiently with little, and sometimes no supervision.

A valid driver license and clean driving record is required.

Must have reliable personal transportation.

Flexibility to modify work schedule as needed is required. This will include working weekends and some holidays

**Total Compensation:** This is a full-time, non-exempt, benefit-eligible position located inside Zion National Park. Salary is commensurate with experience. ZFP provides a comprehensive benefits package. Following a 90-day introductory period, you will be eligible for a broad array of benefits including vacation and holiday pay, sick leave, employer-supplemented health benefit package including medical, dental, vision and health savings account (HSA) plan, long-term disability, life insurance and a 401(a) retirement plan.

**Application Process:** Employment application can be found online at [zionpark.org](http://zionpark.org).

For consideration, please submit cover letter, employment application and resume to the Zion Forever Project at: [mike.hobbs@zionpark.org](mailto:mike.hobbs@zionpark.org)

Zion Forever Project is an Equal Opportunity Employer.