



JEFFERSON NATIONAL PARKS ASSOCIATION

Position Announcement:

Warehouse Receiver/Fulfillment

Full time warehouse inventory receiver and order fulfiller for the retail, wholesale, website locations connected with the merchandise operations of the Gateway Arch in Downtown St. Louis. This person will receive, log, label and distribute incoming inventory for all retail and office locations as well as fulfill all orders that need to be shipped to mail order, wholesale and website customers. Will include preparing invoices using a computer, cash and credit card handling, shipment packing, labeling inventory, supply ordering, and providing friendly customer service to the staff at all our locations and all our outside customers. Will drive our delivery van to distribute mail, supplies and inventory among our locations.

Qualifications:

Minimum of three months shipping and receiving or general office experience

Computer, calculator and other office machines

Accuracy in checking, posting, proofreading and counting

Ability to lift up to 60 pounds

Valid Driver's License and Auto Insurance

Comfortable working in a warehouse environment with regular physical labor

Starts at \$12.81 an hour. Excellent benefits include health insurance, dental/vision, 403(b) retirement plan, vacation and sick leave, life insurance. 25% discount in our stores.

How to apply:

Download application form on jnpa.com. Attach a cover letter explaining why you would be perfect for this position along with your completed application.

Send by Mail:

JNPA Human Resources – Warehouse Position, One Memorial Drive, Suite 1900, St. Louis, MO 63102

Or FAX to 314-678-1501

Or E-Mail to jobs@jnpa.com