



SPRINGFIELD MUSEUMS™
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PART-TIME - ORDER ENTRY CLERK

The Springfield Museums has an immediate opening for an Order Entry Clerk to support the Hanmer Museum Store. This is a part-time position; the hours will vary each week but will not exceed ten (10). The Order Entry Clerk is responsible for entering orders into the POS system. Upon receipt of merchandise, receive items in the system and provide notification to the Buyer, Store Manager, and the Finance office; maintain the POS system; and as requested by the Buyer, provide merchandise cycle counts.

Responsibilities include, but are not limited to the following:

- As directed by the Buyer, create a PO for new product orders, complete and finalize the PO upon receipt of merchandise. Provide notifications throughout the process.
- Update information within the system to reflect changes in price, special promotions, updated inventory levels following cycle counts, etc.
- As requested by the Buyer, take photos to be entered in the system when not available from the manufacturer.
- Conduct Cycle Counts as requested by the Buyer to provide a current and accurate inventory count. Assist in bi-annual inventory.
- Review and analyze product history as requested by the Buyer.
- As requested by the Buyer, contact vendors and shipping companies regarding shortages, overages, damaged or unreceived merchandise, etc.
- Work with Point-of-Sales company's support technicians to solve technological issues as they arise.
- Perform other duties as requested by supervisor.

Qualifications:

- A high school diploma or equivalent.
- One year data entry experience working with Lightspeed POS software or a similar retail program.
- Must be organized, detail oriented, and possess excellent proof-reading skills.
- The position requires the incumbent to be responsive to order input and updates requests.
- Confidentiality is essential.

This is a non-exempt position; the rate of pay is \$15.50 per hour. Individuals interested in this position should send a resume to mpavao@springfieldmuseums.org by Tuesday, January 30, 2024.

The Springfield Museums is an Equal Opportunity Employer, committed to being a diverse and inclusive workplace, dedicated to fair and inclusive employment practices for all individuals. If you feel you have the skills necessary for this job, but do not have the specified qualifications, we would still like to hear from you.