

artful home

Part gallery, part art fair, part online marketplace ... Artful Home is all of these things and more. For over 30 years, we have been successfully connecting artists and art lovers, offering an extensive juried collection of fine art, craft, and design for the home and wardrobe. We are dedicated to creating an unforgettable experience for customers, artists and staff. We believe that every work of art has a story. We also believe that each member of our team has a story – and that these narratives enrich our entire organization.

Artful Home offers:

- A staff of creative, forward-thinking experts
- A unique business with a competitive edge
- An inspired workplace culture
- Exceptional customer care
- Innovative technology to support who we are and what we do
- An opportunity for you to make your mark

As we continue to build our organization, be a part of our story as:

Warehouse Associate

This non-supervisory position, located in Madison, Wisconsin, will function to assist in all aspects relating to warehouse activities, including but not limited to: receiving, shipping, inspection, order fulfillment, packaging, processing returns, inventory maintenance of all stocked items. Under the guidance of the Director-Warehouse Operations, responsibilities will include:

- Receiving incoming material accurately and promptly; verifying the quantity and description of materials received by checking merchandise against the packing list/purchase order; entering quantity received into the system; preparing necessary reports.
- Assisting in unloading trucks, as required; unpacking and examining incoming shipments, rejecting defective or damaged items; reporting/recording any discrepancies.
- Preparing, labeling and placing materials on shelves, in racks or other designated areas in an orderly manner.
- Checking, verifying, picking and packaging orders to be shipped to customers; if not picking, reviewing other orders to determine if orders are correct.
- Scanning picked items from inventory; preparing packages for mailing; gift wrapping items, when requested; preparing necessary shipping documentation; staging shipped packages for carrier pick-up.
- Maintaining inventory by identifying and counting inventoried materials as listed on the count list; performing cycle counts as necessary; noting any discrepancies and updating inventory software.

Successful candidates will possess the following:

1. Education, training, and experience equivalent to an associate's degree in administration or similar field with 1-3 years of warehouse experience (preferably in retail). Coursework should be supplemented with keyboarding/word processing, spreadsheets, business math, and a solid knowledge and understanding of warehouse and inventory procedures. A working knowledge of MS Office (Word and Excel) is necessary.
2. Ability to work in a fast-paced environment, setting priorities and managing time effectively.

If you meet these qualifications and are looking for a great opportunity to utilize your talents, please forward your cover letter, resume, and salary requirements to hr@artfulhome.com.

Artful Home is proud to be an Equal Opportunity Employer

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