Title:
Warehouse Registrar (Immediate Hire)

Description:
At Guardian Fine Art Services, we’re passionate about protecting and preserving the tangible assets of our private clients, families, estates, museums, and corporations. As Wisconsin’s only fine art storage and services company, we offer a unique and growing environment with a small, dynamic team.

We are seeking an experienced Warehouse Registrar to join our dedicated staff. The successful candidate will play a key role in ensuring efficient, accurate and cost-effective warehouse operations. You'll leverage your extensive logistics knowledge and proven experience in a similar role to manage inventory, receive and process shipments, and maintain accurate records.

This Monday-Friday position is based in our beautiful Milwaukee, WI offices. We welcome applicants who are looking to relocate and those with relevant experience in art services management, warehouse logistics, or gallery registration (or a combination!). If you thrive in a fast-paced work environment where no two days are the same, we encourage you to apply.

Key Responsibilities:

- Manage daily in-house activities: Direct art handlers on daily tasks in coordination with the project management team. Ensure teams leave GFA on time and have the correct supplies. Ensure correct artwork is loaded onto each truck.
- Supervise and facilitate dock activity: Oversee the accurate pulling, staging, and labeling of items for outgoing shipments, ensuring that work orders and inventory are correct, and all documentation is accounted for.
- Supply Inventory Management: Maintain accurate inventory records and monitor stock levels to prevent shortages and excess inventory. Coordinate with the Project Team for replenishment and restocking.
- Preparation: Review project management plans for packing and installation jobs and prepare equipment and materials for outside teams. Coordinate with workshop on completion dates for crates and schedule staff to build slipcases and custom housings. Occasionally assist with slipcase and box making if necessary.
- Quality Control: Implement and maintain quality control processes to ensure that all incoming and outgoing shipments are handled accurately, and all follow-up is accomplished in a timely manner.
• Scheduling: Coordinate with the Project Team to maintain a calendar of dock and warehouse activity. Schedule adequate in-house assistance for incoming and outgoing shipments as necessary. Implement and maintain a facility cleaning and security task process, coordinating with operations staff to complete and monitor activity.
• Documentation: Ensure all shipping documentation, such as invoices, packing lists, and customs forms, are completed accurately and in compliance with relevant regulations.
• Shipping Compliance: Stay up to date with shipping regulations, including safety, customs, and environmental requirements. Ensure that all shipments comply with these regulations.
• Process Improvement: Engage in planning and implementation of process improvement with senior management to meet operational goals.
• Customer Service: Greet and assist storage clients with access by appointment. Provide excellent customer service and resolution of shipping- and storage-related concerns.
• Facilities and Equipment Maintenance: Schedule routine maintenance for building systems with preferred outside vendors. Act as the contact for city code enforcement inspections. Schedule vehicle maintenance and repair. Conduct regularly scheduled integrated pest management (IPM) practices and maintain records. Monitor environmental controls and maintain dataloggers throughout the facility.
• Safety: Promote a safe work environment by enforcing safety regulations and best practices. Investigate and report any accidents or safety incidents.
• Security: Open and close the building in accordance with regular hours of operation. Maintain a building walkthrough schedule and process for reporting issues or concerns. Maintain access logs for storage spaces. Ensure proper supervision in restricted areas.
• Flexibility for other duties as assigned.

Qualifications:
• 5+ years in a supervisor or management position in a museum warehousing, logistics, storage, or transportation environment.
• B.A. or Associate degree in Facilities Management or Operations is preferred, but not required.
• Demonstrated ability to successfully create and implement new processes and positively influence to achieve results.
• Strong computer skills and knowledge of Microsoft Office Suite and inventory management platforms.
• Maintain a high degree of detail, discretion, and confidentiality.
• Knowledge of equipment safety standards.
• Ability to thrive in a fast-paced, deadline-driven environment.
• Strategic planning and logistical problem-solving skills.
• Experience with routine maintenance tasks and working with facility contractors.
• Must consent to and pass a standard pre-employment background check and DOT drug screening.
Possess, or be eligible for STA clearance as part of GFA’s IAC requirements.

**Compensation & Benefits:**
The starting annual salary for this full-time, permanent position falls between $54,080 to $62,400. We determine the final compensation based on your relevant experience, skills, and qualifications. Additionally, you'll be eligible for flex time.

This full-time position will be eligible for benefits including:
- Company-funded dental and vision benefits
- 401(k) with a company match
- Company-sponsored Life and LTD insurance
- Monthly phone stipend
- Paid holidays and additional PTO
- FSA / DCFSA Programs and Employee Assistance Program benefits
- Voluntary Accident and Critical Illness insurance coverage
- Out-of-state applicants qualify for relocation reimbursement up to $5,000

**How To Apply:**
To apply, please submit your resume as a PDF to Nikita Werner at nwerner@guardianfineart.com. Cover letters are not required for this position, but you can tell us a bit about yourself in the email itself.

Guardian Fine Art is an Equal Opportunity Employer. We are committed to providing employees with a safe and welcoming work environment and prohibit discrimination and harassment of any kind. All employment decisions at Guardian are based on business needs, job requirements, and individual qualifications without regard to race, color, religion, gender identity, sexual orientation, national origin, veteran or disability status, or any other protected status in the areas where we operate.