

COMPANY INFO

Founded in 1987, Ship/Art provides fine art services in the Bay Area, specializing in the handling of high value items. We provide clients around the world with packing, crating, transportation and storage. Ship/Art through its diversification of services is able to work with a vast client base. Our clients include Museums, Galleries, Private Collectors and Dealers. We provide services to clients with needs for expert handling, packing and transport of fine arts, antiques and technical equipment.

We are located in South San Francisco and are open Monday thru Friday 9am-5 pm. We are a 15 minute walk from San Bruno BART station and close to the South Airport Blvd Exit off 101.

PRIMARY PURPOSE

Under the guidance and direction of the warehouse manager, this position is responsible for the safe, efficient and professional operation of packing and handling art work as well as loading and unloading trucks.

JOB DESCRIPTION

Primary Duties & Responsibilities

- Understands basic aspects of art handling
- Transporting, packaging, and handling artwork in a safe and efficient manner
- Packs and handles artwork for delivery
- Loads and unloads trucks
- Maintains accurate paperwork including bills of lading of jobs and storage account information
- Ensures warehouse cleanliness, checks materials and equipment to ensure proper operations
- Provides friendly, quality professional service to customers always and develops close working relationships
- Performs other incidental and related duties as required and assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

- 1-3 years of warehouse experience
- Ability to operate various kinds of dollies, jay bar and hydraulic lifts
- Must be willing and capable to work a flexible schedule
- Ability to resolve routine questions/problems
- Ability to follow very detailed instructions and specific protocols to maintain safety of artwork and co-workers

REQUIREMENTS:

- Experience in handling art works, knowledge of fixings, hanging systems, art transport, packing/storage
- Ability to physically carry out the work required in lifting/moving artworks
- Awareness/understanding of supports and frames is a plus
- An ability to work as part of a team and as an individual; good communication skills
- Must be able to read, write and speak English fluently
- Must be able to stand for long periods of time
- Must be able to lift 50-60 lbs sustained and up to 100 lbs

- High School Diploma or GED equivalent, college degree preferred
- Requires each incumbent to complete and pass STA application and verification.
- Requires background check, employment physical, performance evaluation (lifting test), and/or drug test
- Status must be maintained for the duration of employment at Ship/Art

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk, stand, sit, bend, lift, and use hands. Movement may occur in warehouses and offices. The physical demands described here are representative of those that an employee may perform on an occasional to regular basis while performing functions of this job. Reasonable accommodations may be made to enable individuals to perform these functions.

HOW TO APPLY

If you feel you possess the experience and qualifications outlined, please click the link to apply: <http://shipart.com/employment> or email your resume to jobs@shipart.com for immediate consideration. To learn more about Ship/Art please visit www.Shipart.com.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, medical condition or disability or protected veteran status. If you need reasonable accommodation for any part of the application and hiring process, please contact the Human Resources Department at (650) 952-0100.

Benefits: Ship/Art International offers a competitive benefits package that includes Medical, Dental, Vision, LTD, AD&D, Paid Time Off, Retirement Savings Plan, and free museum memberships.

Ship/Art International provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Ship/Art complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.