Retail Intake Clerk

Description
Littleton Coin Company is a family owned and operated business with over 70 years of strong steady growth. We are an industry leader in the collectibles field providing coins, paper money and related supplies to collectors worldwide. We employ over 300 people in a comfortable, modern facility. Rated as one of the best small towns in the country to live in, Littleton is in the heart of New Hampshire’s scenic White Mountains, one of the premier four season vacation and recreation areas in the country.

A Retail Intake Clerk receives and processes shipments from other coin dealers to include review of invoices and verification of count and dollar amounts. Sorts coins by date, mint mark and variety – and processes modern and manufactured items. Finalizes shipments with coversheets in preparation for retail, and prepares dealer returns through product verification and the appropriate labels, forms and packaging.

The qualified applicant will have a high school diploma and 2-3 years experience with Littleton Coin Company products and product flow. Must have 20/20 corrected vision with intact color discrimination, strong numerical and business math abilities, and good verbal and written communications skills. Must be proficient with a calculator and adding machine, work well independently, and be able to perform repetitious work throughout the day. Knowledge of coin types, dates, mint marks and varieties will be acquired through ongoing training.

Benefits Offered
Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Tuition Assistance, Flex-Time, 401K, Paid Time Off

Starting Pay: $ 9.45/Hour
Full Time, Day, Hourly

How do you apply?
Person: 1309 MT. Eustis Road, Littleton, NH 03561
Online: http://www.littletoncoin.com