

# Numismatist

Upstate Coin & Gold – Centennial, CO

**Last Updated:** 01-14-2021

**Reports To:** Director of Trading and Numismatics

Due to continued year-over-year growth and other planned expansions, we are seeking an experienced Numismatist to join our team working from our new state-of-the-art office in Centennial, CO.

## **Responsibilities:**

Responsible for managing quality control, processing, sorting, organizing and grading of numismatic products. May supervise processing staff.

Core responsibilities include, but are not limited to:

- Process, evaluate and sort numismatic products for quality control and to identify upgrading opportunities
- Send / receive numismatic products to NGC and / or PCGS for grading
- Identify counterfeit and coin alterations
- Complete paperwork and process to upgrade or downgrade numismatic products in inventory
- May assist with training
- May supervise processing staff
- All other duties as assigned by management

## **Qualifications:**

- Bachelor's degree preferred
- Numismatic and metal alloy knowledge base required
- Sheldon Coin grading scale knowledge required
- Training through ANA, NGC or PCGS highly desirable
- Proficiency in MS Excel and other MS Office Suite applications
- NetSuite ERP system experience highly desirable
- Strong written and oral communication skills
- Excellent attention to detail
- Ability to multi-task and effectively manage a team in a fast-paced environment

## **What We Offer:**

- Competitive compensation based on experience
- Annual performance review and merit increases
- Health, dental, & vision plans
- 401(k) retirement plan with a 6% company match
- Qualified retirement plans (cash balance and profit sharing)
- Paid Time Off that begins accruing immediately
- Paid holidays and sick days from day one
- Company-paid life insurance and AD&D coverage
- EAP Program

## **Physical requirements:**

- Capable of regularly lifting 50-75 pounds using proper lifting techniques
- Able to work on foot (standing and walking) for extended periods of time
- Comfortable in a dimly light or bright environment

**Experience Level:**

- Minimum three (3) years of relevant experience required

**Job Type:**

- Full-Time, Exempt