

## Sr Numismatist

**Department:** Numismatics

**FLSA Status:** Exempt

**Grade/Level:**

**Work Schedule:** Mon-Fri Occasional Sat

**Location:** Downtown

**Job Status:** Full Time

**Reports To:** SVP Operations

**Amount of Travel Required:** Occasional

**Positions Supervised:** Yes 2-3

### POSITION SUMMARY

The Sr Numismatist is responsible for fully evaluating all types of numismatic and semi-numismatic items. The Sr Numismatist will attend coin shows in both local and national locations. In addition to attending coin shows and evaluating inventory, this position is also responsible for managing other numismatic team members. Through their team, the Sr. Numismatist will be responsible for specific product lines. Product line responsibility includes assortment, inventory mgmt, sourcing, pricing, sales and margin.

The Sr Numismatists are deeply involved in the daily evaluation process of all PM inventory that is received in the Receiving Department daily. The evaluation consists of researching these items, determining whether the items should be submitted for third-party independent grading, should be sent to auction, should be wholesaled or added to inventory.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Evaluate a wide range of numismatic, semi-numismatic and bullion products, on a daily basis, for further evaluation, grading, wholesaling, auction or to be loaded into the system.
- Manage the life cycle of products into the Evaluation area. The goal is to move them swiftly through the area after they have been fully evaluated.
- Manage specific product lines and the performance to include assortment, sourcing, inventory management, pricing, sales, and margin
- Manage, mentor and develop team members to drive their development of coin grading, pricing, purchasing. Continue to expose team members to different product categories in order to widen the team members' breadth of numismatic knowledge.
- Purchase new inventory either by utilizing existing coin dealer relationships or by establishing new relationships with coin dealers in the industry. Purchases can be made via the phone, wholesale trading, CCE or at coin shows.
- Reclassify products once they have been fully evaluated so that they may be loaded on the APMEX website.
- Search for and research new items to sell. If CCE posts need to be made for an item to be purchased, communicate post information to the Wholesale Purchasing Department.
- Curate products as needed using approved curation methods.
- Attend coin shows to buy and sell inventory and to cultivate relationships with other dealers.
- Understands and is proficient in the grading of coins, paper money, tokens and medals.

## POSITION QUALIFICATIONS

### Competency Statement(s)

- **Adaptability/Flexibility:** Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
- **Communication:** Communicates well both verbally and in writing, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills.
- **Computer Skills:** Skilled in the use of computers, adapts to new technology, keeps abreast of changes, learns new programs quickly, uses computers to improve productivity.
- **Decision Making/Judgment:** Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, communicates decisions to others.
- **Dependability:** Meets commitments, works independently, accepts accountability, handles change, sets personal standards, stays focused under pressure, meets attendance/punctuality requirements.
- **Initiative:** Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, practices self-development.
- **Product Knowledge:** Knows and explains product features/benefits, understands/sells the full product line, understands customer's business operations and needs, understands/responds to the competition, applies market knowledge.
- **Quality:** Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.
- **Teamwork:** Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

## SKILLS & ABILITIES

**Education:** Bachelor's degree required in Business Administration, Marketing, or a related field or comparable industry experience.

### Experience:

- Expert grading skills of numismatic items is required
- Experience with a wide range of numismatic product types
- Knowledge of authentication of numismatic items
- Experience working cross functionally

**Computer Skills:** Intermediate skills in Microsoft Excel required. Intermediate skills with other Microsoft Office products

**Certificates & Licenses:** N/A

**Other Requirements:**

#### PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	O	10 lbs or less	C
Walk	O	11-20 lbs	F
Sit	C	21-50 lbs	O
Handling / Fingering	C	51-100 lbs	O
Reach Outward	O	Over 100 lbs	N
Reach Above Shoulder	O	<b>Push/Pull</b>	
Climb	N	12 lbs or less	O
Crawl	N	13-25 lbs	O
Squat or Kneel	O	26-40 lbs	O
Bend	O	41-100 lbs	O

**N (Not Applicable)** Activity is not applicable to this occupation.  
**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

#### Visual Requirements (check all that apply)

<input checked="" type="checkbox"/>	Close vision (clear vision at 20 inches or less)
<input type="checkbox"/>	Distance vision (clear vision at 20 feet or more)
<input checked="" type="checkbox"/>	Color vision (ability to identify and distinguish colors)
<input type="checkbox"/>	Peripheral vision (ability to observe up and down, left and right while eyes are fixed on a given point)
<input type="checkbox"/>	Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
<input checked="" type="checkbox"/>	Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
<input type="checkbox"/>	No special vision requirements

#### WORK ENVIRONMENT

Work environment varies from office to job site to industrial locations

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Signature: HR Date: 3/11/2015

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.