

# Experienced Numismatist

## Job Details

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Job Location  
APMEX DOWNTOWN - Oklahoma City, OK  
Position Type  
Full Time  
Education Level  
4 Year Degree  
Salary Range  
\$60,000.00 - \$90,000.00 Salary

## Description

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***Position located onsite in OKC- candidate must be willing to relocate to OKC or currently reside in Oklahoma.***

The Numismatists are deeply involved in the daily evaluation process of all inventories 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. This position works with the Director of Numismatics to consistently keep products moving quickly from Receiving, through the Evaluation area and onto the APMEX website. The Numismatist will work directly with the Product Managers to ensure a fast flow of products through the system. Numismatists spend a significant portion of their time reviewing inventory such as looking for higher quality items, better dates or items where we can exceed traditional bullion margins, and using proprietary software to manage their inventory to ensure both customer facing and internal goals and metrics are being met. The Numismatist may be called upon to attend coin shows in both local and national locations. They may be called upon to assist with preparing purchase orders or packaging at coin shows.

### **A day in the life of a Numismatist with APMEX...**

- 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.
- 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, CCE, CDHCD, 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 Director of Numismatics for further instruction.
- Curate products as needed using approved curation methods.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- 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.

***APMEX is a multi billion-dollar ecommerce company that is the leader in Precious Metals. Our employees love our values and culture. Our APMEX team is large enough to get the job done better than anyone else in the industry, while being small enough to listen to, and care, about our employees. Without their dedication, APMEX would not continue to be named the #1 Specialty***

***eRetailer by Internet Retailer Magazine! Come see why APMEX was "Voted as one of the Best Places To Work in Oklahoma!" and one of the Top Workplaces by the Oklahoman. Join the family today!***

## Qualifications

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

**Experience:**

- Knowledge and proficiency of grading numismatic items is required.
- Knowledge of authentication of numismatic items is preferred.
- Experience in financial, bullion or coin industries is preferred
- Experience working cross functionally

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

**Fantastic benefits provided by APMEX!**

- Medical, Dental, and Vision
- Short Term Disability & Long Term Disability
- Life Insurance
- 401K (Company matches!)
- Free Lunch every day
- Tuition Reimbursement
- College Debt Repayment
- 9 Paid Holidays
- Paid Time Off with Sell Back Option
- Paid Day off for your Birthday
- Paid Volunteer Opportunities
- Lunch and Learns
- Free Downtown Parking