

Job Title: Gift Store Retail Assistant/Merchandiser
Salary: \$14.25-\$14.75, based on experience
PT or Full Time: Part Time 30-35 Hours
Benefits: Paid Time Off after 6 months*
Flexible Schedule
Store Discounts

Job Summary:

The Gift Store Retail Assistant/Merchandiser is responsible for merchandise and retail product control; receiving incoming shipments with inventory preparation, pricing, stocking and storeroom coordination plus providing guest relations and sales at gift store.

Major Job Responsibilities

Serves as co-buyer, meeting with vendors and product representatives
Oversee Inventory control for gift store merchandise
Assist with ordering of merchandise product for gift store
Maintain Merchandise Budget
Balance investments for new merchandise & needs for hot & cool
Maintain up to date record keeping through Point of Sale System
Creating Purchase Orders in Point of Sale System
Maintain an organized stock & back stock
Display merchandise and maintain a clean, safe and well designed
Oversee and maintain online store
Responsible for processing online orders
Coordinate with Marketing/Events/Guest Rep for gift store events
Prepare progress reports
Adhere to merchandise and sales goals
Provide training of product and POS for part time staff
Assisting in the gift store; an average of 2-3 shifts per week
Oversee annual physical inventory procedures
Keeps register wrap & shipping supply station stocked and organized
Research effective ways to enhance gift store appearances, programs
Receiving and checking in inventory (with guest rep assistance)
Researching, keeping up on trends and forecasting future sales.
Preparing offsite sales opportunities.

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