



**JOB OPENING:** Merchandise Manager

**START DATE:** ASAP

Roger Dean Chevrolet Stadium, the only facility in the country to host four professional baseball teams, is currently looking to fill the position of Merchandise Manager. We are eager to add an energetic person with a “team-player” and “can-do” attitude. This position will report to the General Manager, with the main responsibility of managing the day-to-day operations of the Official Team Store. This position will be filled by someone who has impeccable organizational skills, as well as management experience and a retail background, preferably in baseball.

Duties include, but are not limited to:

- Responsible for the receiving, inputting and pricing of all new merchandise.
- Responsible for maintaining the store appearance by developing attractive displays and properly showcasing merchandise.
- Manage all aspects of inventory control (inputting new merchandise into POS system, inputting and filing of purchase orders and invoices, and working closely with the Accounting Department to make sure that inventories match.)
- Prepares daily, weekly and monthly sales, cost of goods sold and labor reports as well as bank deposits.
- Oversee and manage two interns, a part time staff of twenty and four portable location retail managers.
- Design and update of website and maintaining mail and phone order sales.
- Oversees quarterly physical inventory and discrepancy settlement.
- Develops new product ideas and researches new vendors.
- Responsible for the retail purchase and sales plan. (Selection of merchandise, quantities, margins.)
- Assists the General Manager with the construction of the annual retail operations budget.
- Responsible for purchasing promotional items for giveaways and events.
- Assists with the selling of tickets and sponsorships.

Experience Required:

- Must have a minimum of three years retail experience; preferably in the sports field.
- A minimum of a Bachelors Degree is required.

- Must be organized, self-motivated, and able to multi-task
- Must be able to work a flexible schedule, including weekends and holidays.
- Ability to work with all levels of staff and departments within the organization.
- Knowledge of Microsoft Office is expected.
- Strong verbal and written communication skills required.
- Must be able to lift 50 pounds.
- Must be willing and able to assist in other departments as needed.
- Experience using Retail Pro a plus