

Como Friends

POSITION DESCRIPTION

March 2019

Inventory & Visual Merchandising Assistant

Primary Purpose

The Inventory & Visual Merchandising Assistant will assist in establishing Garden Safari Gifts as a well-managed gift shop with a strong profit margin that sells a wide range of merchandise appealing to the diverse people who visit Como Park Zoo & Conservatory (CPZC). The Inventory & Visual Merchandising Assistant is a hands-on position working closely with our buyers and staff. Primary responsibilities will include assisting in the visual merchandising and set-up/take down of in-store displays, building of new store displays, monitoring and filling of sales floor product including seasonal locations, monitor stockroom inventory and assist stockroom flow, processing of merchandise, entering of pre-written purchase orders and invoices, assisting in maintaining the inventory database, filing of inventory paperwork, processing damages, assisting with annual physical inventory, and completing monthly rental reports.

Experience and Qualifications

Candidates must have a minimum of two years' experience in a specialty retail environment, with inventory management and visual presentation experience. Candidate must have the ability to work as part of a team and/or independently, have a strong attention to detail and a proven ability to prioritize and execute tasks effectively and efficiently, excellent interpersonal communication and customer service skills, be able to act with integrity and professionalism to ensure business is conducted without bias or prejudice, and work a non-standard/flexible schedule to meet the needs of the business, which may include weekends, evenings, holidays and closing shifts. The successful candidate must have experience developing & implementing a visual strategic plan, be able to thrive in a fast paced, multi-tasking environment with shifting priorities, be skilled in POS and other retail software proficiency including Microsoft Office and CounterPoint.

Job Responsibilities

- Assist Store Managers and Inventory Specialist in the input of purchase orders and invoiced receivings. Assist Store Managers in completion of monthly rental reports.
- Assist Store Managers in the visual presentation of store merchandise including implementation of the visual plan for merchandising and set-up of store displays.
- Assist Inventory Specialist in the management of a storeroom for a high traffic retail environment including assisting in the physical processing, ticketing and receiving of merchandise and pushing products to the sales floor in a timely manner. Assist

with maintaining, recovering and replenishing the sales floor and back stock of the main store, storeroom, and seasonal/temporary locations.

- Assist Inventory Specialist and Managers with inventory control including accurate cycle counts, processing damages and loss prevention. Play a role in the annual physical inventory preparation, physical counts and entry of data into the POS system. Maintain an awareness of loss prevention policies, security and safety in the shops.
- Communicate merchandise status to the buyers for reorders, cancellations and markdowns. Assist in maintaining the status of inventory in CounterPoint including active/discontinued/inactive items, on hand quantity counts, and item pricing.
- Maintain and support Como Friends' and Garden Safari Gifts branding strategy. Print signs as directed or needed to support in-store displays.
- Assist as needed with customer service. Use a POS system to ring customers and check inventory levels. Process and ship merchandise purchased by phone.
- Use of office equipment, including campus radio system, adding machine, telephone, copier, fax machine, postage scale and meter, laminator etc.
- Set-up and maintain fixtures using hand or power tools, such as saws, hammers, screwdrivers, staple guns, ladders, mannequins, scissors, nails, paint, spray paint, spray glue, and knives.
- Physical specifications: Constant moving, talking, hearing, reaching, grabbing and standing for at least two consecutive hours. May occasionally involve stooping, kneeling, crouching, and climbing ladders. May include shifts scheduled in outdoor weather conditions. Vision abilities include close vision, depth perception, and ability to adjust focus. Involves lifting at least 40 lbs.
- Performs other duties as assigned.

The Inventory & Visual Assistant is supervised by the Store Manager & Assistant Manager. This is a full-time position with a competitive salary and benefits including medical and dental, 403b, vacation, and sick time.

Como Friends is a nonprofit 501(c)3 organization that inspires community generosity to advance Como Park Zoo & Conservatory as a destination where people from all walks of life can gather, learn and enjoy the natural world. Como Friends is the nonprofit partner of Como Park Zoo & Conservatory – the most visited arts and culture attraction in the state of Minnesota. Como Friends engages donors and stewards resources trusted to it to support continuous improvements to the facilities, programs and operations of the Zoo and Conservatory.

To apply, please submit a cover letter and resume to gardensafarigifts@comofriends.org by April 15, 2019.