

**JOB TITLE:** Merchandise Officer

**REPORTS TO:** Operations Volunteer Coordinator & General Manager

### **OBJECTIVE**

- To provide support to the Executive and Committee members to ensure the efficient management of Club clothing sales
- To provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect professionally on the Club

### **Responsibilities**

- Prepare a report proposing a suitable range of clothing for sale for consideration by the Committee at the commencement of the season
- Arrange the wide promotion of clothing items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all clothing lines
- Arrange the display of clothing lines in the Club social rooms prior to the commencement of each season
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain strong relationships with approved suppliers of clothing lines

### **Relationships:**

- Reports to the Operations Volunteer Coordinator & General Manager
- Liaises with the Club Committee
- Liaises with suppliers

### **Essential Skills:**

- Good communication and administration skills
- Computer literate
- Ability to create Facebook announcements
- Ability to complete tasks unsupervised.
- Provide a report on portfolio operations to the monthly Committee meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action