

POSITION TITLE: Retail Inventory Specialist
DEPARTMENT: Retail
REPORTS TO: **Executive Director**

POSITION SUMMARY:

Butterfly Wonderland Retail Inventory Specialist is a dedicated individual who can oversee in achieving in the best way possible the stocking and inventory management, merchandising talent as needed for the success of the retail store – Butterfly Treasures Gift Shop.

Fostering a positive teamwork atmosphere, detailed, organized, independent attention to the overall retail product experience.

Responsibilities include:

- Friendly, positive attitude with experience in retail sales; preferably entertainment venues with gift store specific items that create memories for the guest purchases
- An example of being patient, kind, respectful, guest service focused, honest, and committed in interacting with one another as well as guests of all ages.
- Analytically minded assisting the buyer in maintaining and managing inventory controls and records by utilizing an inventory management software system
- A high comfort level of understanding and working with a computer system that generates inventory reporting, creating of merchandise plus, purchase orders, process' receiving for the retail store
- Understands and willing to learn the wholesale to retail process and the profit to cost of goods results
- Assist buyer on levels of replenishing, analyzing inventory from sold, damage, missing inventory, incorrectly marked
- Open communication with buyer and store manager of any inventory issues relating to large discrepancies in damages or missing inventory
- Ability to work/create excel reports – import/exporting of department analytics
- Work closely with Retail Manager and staff in maintaining inventory control of levels for reordering, restocking by developing a cycle count program that will produce information of needed inventory to buyer on a reporting by category/vendor
- Assist on the selling floor with sales when needed for break coverage, vacations as directed by Executive Director
- Maintain and process all Special Order product ordering for guests
- Work a close liaison with Store Manager and Store Lead on receiving issues at time of vendor shipment arrivals
- Work a close liaison with the accounting department on any discrepancies in the receiving process or invoice finalizations, discrepancies
- Ability to create new vendors, plus, price changes and purchase orders
- Knowledge in Merchandising and creating stories for visible add on sales; with the knowledge that merchandising is the first step in sales

- Work with vendor sales representatives as needed for replenishing merchandise with buyer
- Maintain all vendor catalogs, pricing and floor retail pricing
- Assist in annual and monthly inventories by developing a system of cycle counts for retail staff to conduct
- Maintain all web store merchandise by working a close liaison with Digital Marketing Director on selecting merchandise, supplying descriptions, and pricing and maintaining the inventory level for selling
- Assist Manager at Sugar Drop Candy Shop and Team Lead at Mirror Maze in maintaining their inventory levels and reporting for accounting and reordering
- All other duties as needed/assigned

PHYSICAL AND MEDICAL REQUIREMENTS:

- Successful completion of pre-employment drug screening and background check
- Allergies related to animals or plants, which might interfere with ability to work, must be controlled by medications or protective equipment.
- Ability to operate a computer and keyboard
- Ability to sit and stand for long periods of time
- Ability to push/pull up to 30 pounds.

REQUIRED EXPERIENCE:

- 2-3 years' experience in retail inventory, stocking or merchandising, customer service and sales.
- Willing to learn
- Experience with cash handling, tracking, loss prevention and inventory management systems
- Ability to be creative and assist in the merchandising
- Must be familiar and able to utilize/learn Word, Office and Excel
- Must lead by example, have strong communication skills and be able to work with the general public and company vendors

CORE VALUES

HONESTY: Transparency in all aspects

INTEGRITY: Do what is right, not popular

DEDICATED: People, animals and environment

RESPECTFUL: Resources & Community

GRATITUDE: Who we are, what we do & the ability to create it

COLLABORATE: To better ourselves, our communities & the world

