



POSITION TITLE: Retail Inventory Assistant
DEPARTMENT: Retail
REPORTS TO: Executive Director

POSITION SUMMARY:

Butterfly Wonderland Retail Inventory Assistant is a dedicated individual who can oversee in achieving in the best way possible the stocking and inventory management, purchasing assistance to the buyer of retail merchandise, merchandising talent as needed for the success of the retail entities.. Fostering a positive teamwork atmosphere, detailed, organized, independent attention to the overall retail product experience.

MAJOR DUTIES AND RESPONSIBILITIES:

- 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 Executive Director 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 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 bi-monthly reporting by category/vendor.
- Maintain and process all Special-Order product ordering for guests.
- Maintain with retail team members an order of storage space for back up stock.
- Handle all incoming merchandise for receiving processing and production of tags for staff to price merchandise
- 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.
- Ability to travel to trade shows as needed
- 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.
- All other duties as needed/assigned.

REQUIRED EXPERIENCE:

- 2-3 years' experience in retail merchandising and purchasing, 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 public and company vendors.

PHYSICAL AND MEDICAL REQUIREMENTS:

- Ability to work a flexible schedule which may include evenings and/or weekends and holidays.
- Successful completion of all pre-employment screening.
- No history of allergy related to animals or plants, which might interfere with ability to work.
- Employee must be able to occasionally lift, move, carry, push, or pull up to 50lbs.
- Ability to stand and walk for long periods of time.
- Ability to use hands to handle or feel; and reach with hands and arms.
- Ability to balance, stoop, kneel, crouch, climb stairs, or crawl.
- Required to frequently talk and hear.
- No impairment of sight, smell, hearing, touch, balance, and agility of movement which might interfere with ability to work.
- Must be able to take directional cues directly or indirectly.
- Ability to work in an environment that may be loud at times.
- Ability to work in all weather conditions, including occasional extreme hot or cold, and wet and/or humid conditions.



- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to communicate and relate well to all ages of general public and with co-workers.
- Ability to perceive and respond to verbal and visual direction, as well as surrounding environment.
- Ability to work flexible hours to include weekends and holidays.
- Ability to work as part of a team in a constantly changing environment, as well as individually, with minimum supervision.

Must exemplify core fundamentals of the Employee Promise, which states:

- I am empowered to take ownership of any opportunity to exceed expectations.
- I anticipate guest needs and pay attention to the details.
- I treat all internal and external customers with respect.
- I am on stage! (Smile)
- I have an attitude of gratitude.
- I get it right the first time.
- I display actions that are moral and ethical.
- I always provide alternative solutions.
- I am committed to learning every aspect of our product and services.
- I use the 10/5 rule, 10 feet I acknowledge my guest's presence with a smile and at 5 feet. I greet them with a courteous word.
- I use name recognition at every opportunity.
- I take personal responsibility for our surroundings.
- I am accountable for my tools and resources.
- I value the contribution of every team member.

Signature

This job description has been approved by all levels of management:

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____