



Merchandising Assistant Manager

Application Period: Applications will be accepted through May 15th or until positions are filled.

Employment Type: Contract/Seasonal

Work Location: National Tour

Reports To: Marketing & Creative Services Coordinator/Director of Business Operations

The Merchandising Assistant Manager is responsible for driving sales and operations of Spirit of Atlanta merchandise for Spirit of Atlanta's Summer Tour. You will gain hands-on experience in a retail sales environment while serving as a public face of the organization. This position requires an energetic, highly-motivated, outgoing person who loves meeting people and exceeding their expectations for service. We focus on creating an engaging customer experience, while meeting or exceeding targeted sales goals for the season.

Responsibilities

Works in concert with the Media & Marketing and Business Operations teams and reports to the Merchandising Manager. In this role you will:

- Work independently and in team environment to accomplish assigned tasks and projects
- Assist in creating stylish, compelling, and effective displays for merchandise sales
- Ensure all standard operating procedures are followed including cash handling, inventory management, and loss prevention procedures.
- Manage inventory on the road
- Ensure all guests receive a first-class shopping experience; resolving immediate guest concerns, investigating and providing recommendations to correct recurring guest service issues, responding to inventory and guest needs
- Manage promotions and price changes. Coordinate sales and discount initiatives in person and online.
- Create and distribute reports for internal stakeholders
- Manage simultaneous project tasks and deadlines

Requirements

- Preferred experience in retail sales, tour sales, or management

- Strong interest in merchandising, sales, and merchandise marketing
- Must be highly organized, detail oriented, punctual, and flexible
- Able to prioritize and manage multiple tasks under tight deadlines
- Open to feedback, with strong desire to develop professional skills
- Effective interpersonal communication skills
- Accountable for reporting to management
- Proficiency with internet, social media, email, and Google Sheets. Knowledge of Square Register or other POS systems a plus
- Must be able to lift 40 lbs or more. Responsible for loading, setting up, and restocking merchandise and displays throughout the summer
- Must be able to tour with the organization for a significant amount of time.

Preferred Qualifications

Proficiency with Google Suite, Gmail, Dropbox, and Microsoft Office Suite
Experience maintaining professional composure under stress

Location and Schedule

Schedule will be structured around the spring training schedule as well as the summer tour schedule. Extensive travel with Spirit of Atlanta will be required.

Compensation

This is an a paid position with a fixed rate for each day worked. In addition, the corps will provide tour transportation, sleeping facilities, and meals during Spring Training and Tour.

Application Process

To apply please submit an application at www.spiritofatlanta.org/employment

Employment Screening

All candidates will be subject to a background check and Motor Vehicle Record (MVR) check. Failing the background check could result in being disqualified from the position.

All qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. Spirit of Atlanta offers equal opportunity and treatment to all who apply and is committed to diversity.