



### Bells Towne Merchandise Coordinator

The Bells Towne Merchandise Coordinator will manage the day-to-day operations of the Bells' souvenir/merchandise store at the ballpark. Responsibilities may include, but will not be limited to, the following:

- Receive and inventory all merchandise for retail sale
- Mark and stock merchandise and maintain a highly organized storage area
- Set-up and manage store displays and develop creative inventory placements and rotations to promote and accelerate sales
- Manage phone and internet orders
- Manage operation of the on-line store
- Assist in the management of vendor relations and placement of re-orders as required
- Operate cash register
- Prepare accurate and complete nightly cash report that reconciles all cash and credit card transactions
- Open and close souvenir store on all game days/nights
- Organize and conduct pre-season and post-season physical inventory
- Maintain an extremely clean, organized and efficient store environment
- Train and supervise additional staff if required
- Responsible for working evenings and weekends
- Perform other related duties as assigned
- Report directly to the team's General Manager

This position will be paid on an hourly basis. Current college student (or graduate) preferred with proven interests, experience and abilities in retail merchandising, marketing, sales and operations. Candidates must be extremely self-motivated and trustworthy. They must also demonstrate a positive, customer service oriented, "can-do" attitude along with exceptional interpersonal, organizational, entrepreneurial and teamwork skills.

**To Apply:** email a resume and cover letter to Bells' general manager Stephanie Morrell (stephanie@bellingshambells.com) by **May 11, 2018**.