

ALUMNI HALL STOCK MANAGER

Position Title: Stock Manager

Reports To: Store Manager and Assistant Store Manager

Status: Part-Time or Full-Time

RESPONSIBILITIES:

- Receive store merchandise from trucks
- Check in all merchandise to invoices/packing slips
- Print price labels and apply to merchandise
- Ensure that all new merchandise is placed on the sales floor as soon as possible
- Re-stock the sales floor throughout the day
- Maintain an organized, clean, and neat stockroom
- Work with the store staff to achieve sales goals
- Greet and assist customers
- Perform related duties as required

QUALIFICATIONS:

- Must be 18 years or older
- Must be able to work a schedule based upon the business needs – including holidays, nights, and weekends

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.