

Job Title: Merchandise Coordinator	Club Name: WAMASC
Reports to: Treasurer	Revision Date: 21/01/2016

Position Overview

The Merchandise Coordinator is responsible for the management of the club's merchandise shop.

Responsibilities and Duties

- Responsible for the purchasing and maintenance of shop stock
- Liaising with suppliers and shop staff as required
- Liaising with club disciplines that have specific clothing requirements
- Annual stocktake for audit purposes

Knowledge and skills required

- Ability to organise and delegate tasks
- Understanding of budget compliance
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters