

Job Title: <b>Merchandise Coordinator</b>	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