



# ENDEAVOUR HILLS JUNIOR FOOTBALL CLUB & AUSKICK



Incorporation Association No. A00053411 - ABN: 83 698 930 671

## Position Description

### Merchandise Operations (General Position)

#### **Objective**

- To provide support to the Executive and Committee members to ensure the efficient management of club merchandise sales and distribution.

#### **Responsibilities**

- To manage picking, packing and distribution of all the club's online merchandise orders.
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain online stock qty to ensure online stock numbers reflect accurately stocks kept at club.
- Maintain strong relationships with approved suppliers of clothing lines.
- Conduct annual stocktakes on club's merchandise stocks and provide report to the committee.
- Ensure availability and management of stock lines/sales at club events and match day operations.

#### **Relationships**

- Reports to the President & Club Secretary
- Liaises with the Club Committee
- Liaises with suppliers

#### **Accountability**

- Clothing Sales Coordinator is accountable to the President and the General Committee
- Provide a report on portfolio operations to the monthly committee meetings as required
- Seek ratification from the appropriate committee member prior to committing the club to any financial expenditure or action

