

30/10/2016

## Merchandise Manager Job Description



### Objective

- To provide support to the Executive and Committee members to ensure the efficient management of Club clothing sales
- To provide a range of reasonable priced clothing that will provide members and supporters with suitable attire to reflect professionally on the Club

### Responsibilities

- Prepare a report proposing a suitable range of clothing for sale for consideration by the Committee at the commencement of the season
- Arrange the wide promotion of clothing items to members, supporters and the community
- Provide a convenient means by which orders can be placed for all clothing lines
- Arrange the display of clothing lines in the Club social rooms prior to the commencement of each season
- Ensure sufficient clothing stocks are maintained to ensure orders are filled promptly
- Maintain strong relationships with approved suppliers of clothing lines

### 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 meeting as required
- Seek ratification from the appropriate Committee member prior to committing the Club to any financial expenditure or action

### Description Review

The job description will be reviewed on an annual basis to ensure that it remains current and practical.

Keilor Park Recreation Reserve -  
Stadium Drive, Keilor Park

KEILOR PARK FOOTBALL CLUB