



Stock Manager Job Description

Reports To: Store Manager and Assistant Store Manager

Status: Part-Time

Responsibilities:

- Count, receive, and tag store merchandise properly by utilizing vendor packing slips
- Ensure that all new merchandise is received and placed on the sales floor in a timely manner
- Assist in daily merchandise replenishments utilizing necessary sales reports
- Maintain an organized, clean, and neat stockroom
- Partner with the Store Manager and Assistant Store Manager in the overall day-to-day operations of the store to achieve sales goals as well as UPT, ADS, Email Capture, and Ecommerce Performance goals
- Partner with the Store Manager and Assistant Store Manager to ensure protection of all company assets
- Maintain high standards of a clean and neat sales floor, cash wrap, and fitting rooms
- Maintain a superior customer experience and provide excellent customer service to every customer
- Communicate with the Store Manager & Assistant Manager on any customer requests/concerns
- Ability to open and close the store and handle deposits
- Ability to lead, delegate, and follow-up on store associates
- Assist in the training of the staff on company policies and procedures
- Ensure that all Ecommerce orders are filled and processed in a timely manner per company standards (as needed)
- Perform related duties as required while excelling in attention to detail to succeed in proper Inventory Management
- Develop a working knowledge of collegiate sports and local university activities

Qualifications:

- Must be 18 years or older
- Previous retail experience is preferred
- Must be able to work a schedule based upon the business needs – including holidays,

nights, and weekends

- Strong verbal and communication skills

Note: This job description does not contain an all-encompassing list of duties or responsibilities that are required of the employee. Management has the exclusive right to alter this job description at any time.