# Club Name

your logo here

### Position Description Form

| **Job Title** | **Merchandising Sales Coordinator** | | |
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| **Accountability** | General Committee | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * 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 | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable** | |
| Relationships | | | |
| * Liaises with the Club Committee * Liaises with suppliers | | | |
| Reporting | | | |
| * 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 | | | |