

# Merchandising Assistant Department Head Job Description

## JOB OVERVIEW

<b>JOB TITLE</b>	Merchandising Assistant Department Head
<b>DEPARTMENT</b>	Merchandising / Business
<b>LOCATION</b>	Virtual
<b>REPORTS TO</b>	Merch DH, Business Division Director

## GENERAL JOB DESCRIPTION

The Merchandise Assistant Department Head should have knowledge of keeping track and counting inventory, have good organization skills, the ability to work in a fast-paced sales environment, provide good customer service, and be able to stand for long periods of time. Successful candidates should have a basic knowledge of spotting counterfeit bills and the ability to work as a team. Training will be provided.

## DUTIES & RESPONSIBILITIES

Assist with the set up and tear down of Merchandise before and after con. Counting Inventory, Organizing Staff schedules, setting up table display, Counting funds, calculating profit totals, Overseeing merch team and boosting team morale. Complete sale transactions with attendees and staff, assist attendees by answering questions.

## KNOWLEDGE & EXPERIENCE

## SKILLS & ABILITIES

## WORKING CONDITIONS

<b>WORK ENVIRONMENT</b>	This is a remote position, until the convention weekend, in which the ADH is expected to be on-site the Thursday before the convention, and be present until the convention ends.
<b>HOURS / SHIFTS</b>	1-3 hours per month
<b>SALARY</b>	This is a volunteer, unpaid position.