

Hideaway Beach Association
Pro Shop Merchandiser Assistant
Marco Island, Florida



- I. Position**
Pro Shop Merchandising Assistant
- Reports to**
Pro Shop Manager
- II. Supervises**
No supervisory duties are associated with this position
- FLSA Status**
Non- Exempt
- III. Essential Functions**
Provide service to members and guests as needed in the Pro Shop.
- IV. Job Tasks (Duties)**
- Deliver World Class Service to Every Member & Guest
 - Purchase, receive, price, visually present, promote and sell merchandise, and control inventory levels.
 - Assist with preparing operational budgets for the merchandising.
 - Assist with developing and executing seasonal merchandise plans, visual presentation guidelines.
 - Market merchandise by studying advertising, sales promotion and display plans.
 - Be visible in the Pro shop and assist customers
 - Provide continuous training to the Pro Shop staff
 - Assist the golf professionals with all tournament operations
 - Overall product management which includes but is not limited to; selection and strategy, store planning and flow of product, pricing, forecasting/reorders, logo application & approvals, markdowns, special events and custom product development.
 - Maintain excellent vendor relations which includes efficient cost negotiation, order execution, stock level planning and seasonal and "check-in" appointments.
 - Communicate effectively and collaborate regularly with the Visual Merchandising and Pro Shop teams.
 - Performs other duties as directed by management.
- V. Qualifications**
- Experience in retail, preferred
 - Must be computer literate
 - Jonas experience, a plus
- VI. Work Environment**
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- VII. Physical Demands**
While performing the duties of this job, the team member is regularly required to stand and talk. The team member is required to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The team member is occasionally required to bend, walk, climb or balance; stoop, kneel, crouch or crawl and do stairs on a regular basis.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.