



RETAIL INVENTORY CONTROL COORDINATOR

FLSA Classification: Full-Time, Non-exempt

Country Music Hall of Fame and Museum

Applications are accepted electronically HResources@countrymusichalloffame.org

The Country Music Hall of Fame® and Museum has an opening for a full-time non-exempt Retail Inventory Control Coordinator.

Company Overview: The Country Music Hall of Fame® and Museum seeks to collect, preserve, and interpret the evolving history and traditions of country music. Through exhibits, publications, and educational programs, the museum teaches its diverse audiences about the enduring beauty and cultural importance of country music. See all available opportunities here: [Employment](#).

Departmental Overview: The retail department consists of 4 retail selling locations, including 3 stores and 1 art gallery. Retail also encompasses e-commerce, wholesale and custom product development. Retail extends the education mission of the institution while generating vital revenue.

Job Overview: The Retail Inventory Control Coordination oversees the flow of goods to all retail locations and ensures the proper documentation through the use of a POS system. Coordination and fulfillment of e-commerce and wholesale sales orders.

Specific Job Duties:

- Evaluate inventory accuracy and perform physical spot and cycle counts as necessary
- Pick/pull, fulfill and ship e-commerce, customer "send" and wholesale orders
- Maintain organized stock areas
- Coordinate transfers between stocking locations to ensure optimal stock levels, considering sales volume and storage constraints
- Communicate with operations team to facilitate delivery and pick-up from HOF warehouse
- Participate in daily staff meetings to inform store staffs regarding incoming goods and flow of stock
- Supervise, coach, counsel and evaluate all receiving associates
- Coordinate with Retail Sales manager and Selling Supervisors to ensure transfer of goods to sales floor(s) as needed
- Maintain accurate receiving documentation and distribute to appropriate accounting department staff members
- Perform inventory adjustments as necessary for: MOS goods and inventory discrepancies
- Communicate with accounting regarding adjustment of unit cost of goods making necessary adjusting entry in POS system, alerting buying staff as necessary
- Inspect all incoming shipments for shortage, overage and defects, documenting and reporting as necessary
- Conduct annual physical inventories

Minimum Qualifications:



- College degree and/or 2-3 years' experience relating to customer service and accounting
- Experience with direct customer interaction/hospitality industry

Preferred Qualifications:

- Knowledge of retail inventory control processes
- Counterpoint POS system experience

Essential Competencies (Knowledge, Skills and abilities needed for success in the position):

- Ability to multi-task and problem solve
- Upbeat and energetic
- Knowledge of Microsoft Office products

Conditions of Employment:

- Punctuality and reliability
- Must be able to work a flexible schedule which may include occasional weekends, evenings and some holidays
- Must be able to lift 50lbs
- Must pass a background check