



POSITION DESCRIPTION

E-Commerce and Merchandise Manager

Duties & Responsibilities:

Manage all aspects of the WSF "Sheep Shop" Store

- Product & clothing designs, selection, sourcing, purchasing, vendor relations, pricing, merchandising, sales and analytics, inventory management, order fulfillment/shipping and budget adherence

Store and Merchandise Marketing

- Coordinate with Marketing Director and Social Media Manager on marketing store products on website, through social media, digital, and print mediums, as well as onsite for Bozeman headquarters store, annual convention store & other WSF events

Order Fulfillment & Shipping

- Fulfill and ship all store orders and support Auction item shipping post-convention

Federal Firearms License & Firearms Management

- Manage WSF "bound book" by accurately logging in and out all applicable firearm transactions
- Conduct over the counter transactions and maintain all Form 4473s
- Track and Maintain inventory of firearms in WSF's control
- Assist Auction Director with firearms transportation to/from convention and shipping to purchaser/winners FFLs

Administrative Support

- Answer phones and direct calls
- Provide general office administrative support and assist Membership, Development, Marketing, and Convention programs as well as WSF CEO as needed

Skills Requirements:

- Knowledge and demonstrated high level skills in the use of Mac or PC based systems and software including Word, Excel, Power Point, Adobe, and Cloud-based Point of Sale, database as well as Internet connectivity programs.

Specific Skills:

- E-Commerce
- Merchandising
- Sales & Marketing
- Inventory Management
- Data Management
- Customer Service
- Communications (Written & Spoken)

Education Requirements:

- College Associate Degree or Bachelor Degree preferred.