



St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

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guerincatholic.org

Spirit Shop Specialist

St. Theodore Guerin High School, located in Noblesville, Indiana, is looking for a **Spirit Shop Specialist**. The Spirit Shop Specialist is responsible for the retail store and on-line offerings of the Guerin Catholic Spirit Shop. This includes all activity related to purchasing, maintaining inventory, and sales of general Guerin Catholic merchandise as well as team shops for each athletic team, school clubs and other school organizations needing branded apparel or merchandise.

This position is year-round, part-time (approximately 25 hours per week). Hours will vary each week but will generally consist of time spent during the traditional school day as well as evenings and weekends for major school events, and certain athletic and fine arts events.

Essential Duties and Responsibilities

General Spirit Shop Activities

- Responsible for ordering and maintaining inventory used in stocking the spirit shop with appropriately branded merchandise.
- Verify incoming shipments against orders placed and invoices, resolving reconciliation problems.
- Process sales and balance the cash register each day the shop is open.
- Develop positive customer relationships through friendly greetings and excellent service.
- Organize displays and maintain an inviting visual appeal to the store.
- Use time efficiently when not serving customers by placing orders, pricing merchandise, stocking shelves, and taking inventory of stock items.
- Coordinate, train and supervise volunteer staff.

On-line Shops

- Act as the liaison between the Guerin Catholic Athletic Department, Guerin Catholic coaches and our preferred athletic wear provider, BSN, to ensure timely opening and posting of team shops, assure timely closing of the team shops and the distribution of goods upon receipt.
- Provide families with a variety of team specific spirit wear via team shops..
- Act as our on-line store liaison with Apple Group, our on-line store provider, for all Guerin Catholic organizations needing branded apparel or merchandise to ensure timely opening, posting and closing of on-line stores, selection of merchandise, approval of on-line pricing and the distribution of goods upon receipt.
- Works closely with our Director of Communications to make sure all uniforms and spirit wear are appropriately branded.

Qualifications of candidate

- A demonstrated commitment to Catholic education and the mission, vision and core values of Guerin Catholic
- Bachelor's degree in related field or relevant experience, preferably in retail operating principles, cashiering, budgeting, management principles, inventory, and/or accounting.
- Demonstrates the ability to think strategically and be an effective planner and problem solver, be neat and well-organized, friendly and approachable.
- Self-motivated, work well under pressure, and is able to handle several projects at one time
- Polished business communication skills, both oral and written
- Ability to work nights and weekends when the schedule demands

Interested candidates please send resume and cover letter to apply@guerincatholic.org

Resumes will be accepted through January 31, 2020

St. Theodore Guerin High School is an Equal Opportunity Employer.