



Position: Merchandise Assistant

Department: Merchandise

Reports To: Merchandise Manager

Salary: Hourly - \$9.00 per Hour

The Wichita Wind Surge has openings for a Merchandise assistant. The Merchandise Assistant works directly with the front office. The Merchandise Assistant will be focused on day-to-day operations which will include both gameday and non-gameday events. Some positions can lead to full-time positions during the internship to other positions within the company at the completion of the internship.

Job responsibilities:

- Receives cash, charge and gift card transactions in accordance with store procedures.
- Responsible for recording sales transactions on the Point of Sale system
- Provides and initiates assistance for store customers
- Provides customers with appropriate receipts for each transaction.
- Receives incoming sales orders via email, phone or internet
- Fulfills, processes and ships merchandise orders
- Handles merchandise returns and/or exchanges in accordance with store policy.
- Maintains adequate stock of all store supplies and notifies the Manager when additional supplies are needed.
- Attends store meetings and training sessions as requested.
- Trains game cashiers on approved company procedures.
- Supervises game cashiers
- Balances cash drawer and total currency sales each day.
- Returns cash and transaction records to accounting office in accordance with company procedures on a daily basis.
- Makes adjustments to merchandise cost for company approved discount cards
- Reports any problems or discrepancies to the Manager.
- Performs other related duties as assigned.

Requirements:

- Two years of college or work experience equivalent (or working towards completion)
- Excellent customer service skills
- Retail Pro experience preferred
- Postage machine general knowledge
- Prior cash register experience helpful
- Possess basic mathematical aptitude
- Excellent oral communication skills
- Must be able to read, write and spell accurately
- Must speak fluent English
- Additional skills may be required to perform additional task(s) specific to work location, department or line of business.

Qualifications

- Must be currently attending a college or university
- Be able to work all game dates, extended hours are required
- Have strong organizational skills
- Have an ability to adapt to a fast-paced, multi-task work environment
- Have superior oral communication, writing and editing skills
- Are high motivated with strong work ethic
- Have a strong desire to work in a team environment

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift and carry up to 50 pounds at a time, perform various activities such as constant standing, walking, frequent bending, reaching, kneeling and squatting
- Ability to stand for up to 8+ hours
- Ability to work long hours, weekends and holidays
- Ability to work in a noisy environment

This job description is intended to describe the general nature, complexity and level of work to be performed by employees assigned to this position and is not to be construed as an exhaustive list of responsibilities, duties and/or skills required. It does not prescribe or restrict the work that may be assigned. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the company.

Please send all Cover Letters and Resumes to jobs@windsurge.com.