



Director of Retail

Overview

Conduct all apparel and soft goods buying for the operation. Assist in administering all daily operations including, but not limited to: facilitating sales; managing merchandise check-in, pricing, storage, and display; restocking the floor, managing regularly-scheduled merchandise inventory counts, stock room operations, merchandise special orders, operating POS system, assisting with vendor days, creating trunk shows, and billing of sales.

Key Traits

Must be self-motivated, goal oriented, hard-working, friendly and outgoing. Providing exceptional service to the membership and their guests is of utmost importance while maintaining a calm demeanor and pleasant personality under busy situations.

Must be available to work weekend and holiday shifts when needed.

Responsibilities

- Use strong organizational skills to maximize the merchandise operation and efficiency.
- Use excellent communication skills both verbally and in writing.
- Administer point of sales (POS) applications as it relates to applicable golf department charges, merchandise sales, member/guest billing; and work with accounting department to ensure accurate implementation of such.
- Promote all department offerings.
- Develop merchandising plans and ensure appropriate inventory levels.
- Ensure Golf Shop merchandise is folded daily and is seen as a first-class shopping experience.
- Work with Communication team to actively promote sales, services, etc.
- Be able to create promotional flyers when needed and actively market Golf Shop offerings.
- Receive merchandise into POS system and code/allocate charges to appropriate GL's and bill respective items when necessary.
- Follow all special orders from start to finish, including following up with members on ship dates and arrivals.
- Maintain a clean, orderly and tidy working area.
- Follow set opening and closing procedures.
- Assist in all special events of the Golf Department.
- Assist all staff members in enforcing policies, procedures and services to our membership.
- Communicate with members, co-workers, management and guests in a courteous and professional manner.
- Conform with and abide by all regulations, policies, work procedures and instructions.
- Attend trade shows to ensure the merchandise operation is ahead of market trends.
- Exhibit and maintain a professional demeanor to reflect a positive image of Jonathan's Landing Golf Club.
- Be an active member of the Association of Golf Merchandisers (AGM).

- Assist in daily operations of the Golf Shop including answering telephones when needed.
- Ensure a team first can-do attitude.

Requirements

- Proficient at Jonas POS, Microsoft Office Suite, OTB Planning.
- Be able to reach, bend, stoop and lift up to 35lbs.

Benefits

Compensation and Benefits Working in a fun and professional atmosphere, Jonathan's Landing Golf Club offers our employees competitive benefits and compensation, along with the opportunity to be part of an exciting work environment. In addition to a competitive salary, Jonathan's Landing Golf Club offers annual bonuses and a comprehensive benefits package, which includes 401(K) Retirement Savings Plan, company-paid medical, dental and vision benefits. The Club also offers 100% company-paid benefits including, Short-term Disability, Life Insurance, Paid Time Off (PTO), Vacation Pay.

Please submit a cover letter, resume and salary requirements to:

Shawn Costello, Director of Golf: shawnc@jonathanslanding.com

Jonathan's Landing Golf Club
16823 Captain Kirle Dr.
Jupiter, FL 33477

Please visit Jonathan Landing Golf Club's website at: www.jonathanslanding.com

Jonathan's Landing Golf Club is an Equal Opportunity Employer and a Drug-Free Workplace