

## **Department Manager: Retail administration and inventory management**

We are growing! This means we are looking to add to our leadership team immediately. Do you have a strong work ethic and a “let’s get it done” attitude? Are you administrative and detail oriented and yet love working with people? Do you have customer service experience and strong organizational skills? If so, we want to talk to you.

The primary responsibility in this role is to support the store manager in overseeing the purchasing, receiving, correspondence with vendors, overall inventory management and administration in our Farm Store. Responsibilities include:

- Research and correspondence with vendors and brokers to stock various products to enhance our customer experience.
- Ordering, receiving, inventory & control, pricing, data entry into the sales system and invoicing.
- Preparing and maintaining displays, pricing signage, stock rotation, and backroom storage.
- Customer service and staff support
- Training staff in stocking, product knowledge and customer service.
- Other administrative tasks to support the store manager

Experience in inventory management is helpful, but not imperative. At Davison Orchards we believe that a great attitude is the foundation for success. If you feel that you are the right person for the job please send us your resume and cover letter describing why you feel you’re the right candidate. Come and be a part of an energetic and inclusive team where we work together to have fun and achieve our goals. Apply now!