



Merchandising & Buying Manager

Job Description

Position Title: Merchandising & Buying Manager

Reports to: Head Golf Professional and Marketing Director

Date: 12/1/24

Classification: Non-Exempt

Summary -

We are looking for a highly innovative, creative and seasoned candidate who has both merchandising and buying experience to manage the lifestyle shop at Pine Hollow Club. We cater to an exclusive clientele of customers and this position requires someone who is well versed in the marketplace in both golf and fashion and can help forward think for the brand and offerings within the shop. We are a unique shop - we bridge the gap between traditional golf wear and contemporary fashion brands.

Essential Functions -

1. Creates the design aesthetic of the shop and ensures that it reflects the Pine Hollow Club image
2. Supervises the proper handling and display of all merchandise
3. Maintains proper inventory levels
4. Forecasts and makes proper planning decisions for merchandise during peak season and off season
5. Supervises receiving merchandise as it arrives - packing, unpacking and all aspects of this component of the shop.
6. Creates weekly and monthly financial reports to ensure inventory is accurate and product is being moved within the shop.
7. Researches new brands and offerings to keep the shop relevant and ahead of its' competitors
8. Meets with vendors and orders merchandise for the seasons or as needed
9. Provides photography assistance for social media accounts in regards to product within the shop
10. Advises members and guests about brands, products and offerings within the shop
11. Operates point of sale (POS) system and manages inventory - packing and unpacking

12. Develops sales strategies to help keep product fresh and new

Qualifications -

- Creative and innovative thinker
- Experienced in luxury customer service brands
- Excellent communication skills
- Exceptional ability to analyze data and draw conclusions based off that information
- 5+ years experience in retail - preferably fashion or golf
- Collaborative, flexible and good at problem solving

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.

While performing the duties of this job, the employee is regularly required to:

- Communicate clearly and professionally in all modes including verbally and in writing, and in person. • Be able to hear, understand, and comprehend spoken words so as to collaborate and exchange with other employees.
- Comfortable in working and standing for up to an 8-hour shift, and on weekends as needed. • Stand, walk, use hands to finger, handle or feel; and reach with hands and arms. • Lift pro shop inventory and supplies, up to 40 pounds.

Position Type/Expected Hours of Work -

This position is non-exempt and is expected to work from 40-60 hours a week.

Travel -

No travel is expected for this position.

Required Education and Experience -

Must have a high school diploma or GED or be at least a senior in High School. Experience in a busy, diverse, fast-paced environment. Previous experience is required with at least 5+ years of working in a similar position.

Other Duties -

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

