



JOB OPENING: MERCHANDISE COORDINATOR

We are looking for a highly capable part-time merchandise coordinator to facilitate our race inventory availability and design creative merchandise for our Santa Hustle Race Series. In this role, you will be monitoring stock levels for the Santa Store, retrieving merchandise from the warehouse, setting-up online ordering website, order fulfillment, and helping facilitate new designs and ideas with our team.

Merchandise Coordinator Responsibilities:

- Monitoring the availability of inventory.
- Fulfilling all merchandise pricing, handling, packing, and shipping.
- Tracking sales records and sales.
- Fulfilling purchasing activities and sales.
- Managing designer and shirt printer to fulfill new designs.
- Organizing each Santa Hustle city store for race day events.
- Reporting to SHRS team and answering customer store queries.

Merchandise Coordinator Requirements:

- 15-20 hours a week (will vary).
- High school diploma or GED.
- Proficiency in office and retail management software, such as MS Word, Excel, and Shopify, etc.
- Excellent organizational, interpersonal, and communication skills.
- Experience in keeping stock records and managing merchandise budgets.
- Ability to facilitate merchandise movement, packing, pricing, and replenishment.
- Exceptional ability to design creative and appealing products for participants.

*Please e-mail cover letter and resume to Adrenaline Special Events:
events@adrenalinespecialevents.com*