

QUEEN OF APOSTLES SCHOOL
108 Tribute Street East, Riverton WA 6148

Uniform Shop Manager

**This is a part-time, 2 x ½ days per week (0.2 FTE) temporary position
Commencing 9/10/2017 (days to be negotiated)**

Applications are sought from:

Dynamic individuals who are passionate about managing and providing a quality uniform shop service to a school of approx. 360 children and their parents. The Uniform Shop operates in its own room on-site.

The successful applicant will:

- Have experience in the running and management of a uniform shop or similar experience in managing a retail business or clothing store
- Possess sound skills in the area of budgeting and financial management of the Uniform Shop
- Have experience in ordering and dealing with suppliers
- Possess good interpersonal skills that will enable them to manage and establish effective working relationships with parent volunteers

The Uniform Shop Manager's duties will include:

Stock Management

- Responsible for ordering stock, receipting goods, quality checking and refilling shelves
- Communicating with manufacturer representatives
- Selling new stock
- Accepting orders
- Organising returns and credits
- Processing and selling second-hand items
- Pricing items
- Stocktaking/setting price lists
- Providing friendly customer service
- Keeping the Uniform Shop tidy

Financial Management

- Reconciliation of Accounts
- Providing regular reports to School Finance Officer
- Meeting with the Principal when required
- Regular banking
- Experience with MYOB would be beneficial

Applicants must submit a written application including the names and contact numbers of three referees to the Principal by the close of business on Tuesday 19 September. A current Working With Children Check must also be included.