



INVENTORY MANAGER/BUYER

Boscobel House and Gardens is seeking a Part time Inventory Manager/Buyer for its Museum Design Shop.

The Inventory Manager/Buyer helps to connect Boscobel to Hudson Valley designers and makers, and maximizes operational efficiency and profit to support museum operations.

The Inventory Manager/Buyer of Boscobel's Design Shop is responsible for selecting, purchasing, displaying, pricing and tagging the retail merchandise. The Inventory Manager/Buyer maintains the inventory in Boscobel's software database and verifies its accuracy on a regular basis and perform physical inventory periodically and for reporting at year end.

This position is part time approximately 17.5 hours per week. This position reports to the Director of Finance and Human Resources and communicates and provides information and assistance on merchandise and sales procedures to design shop sales associates, and the floor manager(s). Below is a list of the duties a candidate is required to do:

- Select and order shop merchandise. Visit gift shows, studios, and other retailers etc. as necessary to find merchandise appropriate to Boscobel.
- Unpack, check, price and label and display new merchandise.
- Process purchase orders and examine invoices for accuracy. Keep accurate records and reports of invoices by vendor. Supply copies of the approved invoices to the Bookkeeper to be paid with an accurate indication of inventoried items and related cost.
- Provide Data Entry Specialist with information of items purchased to be entered into inventory within the organizations data base and to prepare and print barcodes including accurate descriptions, merchandise category, cost of item and retail price to be charged. Verify barcodes scan properly and are put on the correct merchandise. Ensure the total inventory value given to the Data Entry Specialist is the same as given to the Bookkeeper.
- Evaluate merchandise items to ensure minimal shelf life and storage needs.
- Display merchandise to increase appeal and optimize gross sales. Replenish merchandise swiftly.

- Evaluate the need for special sales, events and other strategies to maximize gross sales and reduce the shelf life of merchandise. Implement special sales and events.
- Be mindful of upcoming seasons, events and programs and provide merchandise complementary to such.
- Keep stockroom neat and organized for ease in locating merchandise.
- Coordinate and ensure excellent customer service and promote sales to ensure store success.
- Provide daily, monthly, quarterly and annual reports of sales and inventory including gross profit, inventory turnover, visitor purchase information and other analytical data to the Director of Finance and HR.
- Develop annual department budget including sales projections, supplies, memberships, travel and staff needs.

Applicant must be organized, have strong computer and math skills, work well with others and should have at least 2 years retail and inventory purchasing experience.

To apply, send your cover letter and resume to Director of Finance and Human Resources Diane Gocha at dgocha at boscobel dot org. ***Boscobel is committed to diversifying its audience and workforce. Veterans and candidates of any gender, ethnicity, race, religion, and cultural background are encouraged to apply.***