

# MERCHANDISE COORDINATOR

PART TIME

Sovereign Hill is a dynamic group of museums presenting the mining, social, cultural and environmental heritage of the Ballarat region and its impact on Australia's history.

The Commercial Operations Department comprises of Retail outlets, both internal and external to the Museum, Comfort Inn Sovereign Hill, Front Entrance, AURA and the Sovereign Hill Inventory Store and Warehouse.

The Merchandise Coordinator is responsible for the coordinating and maintaining of Sovereign Hill's merchandise and inventory profile, providing merchandise support through reporting analysis and maintenance of the database.

TO BE SUCCESSFUL IN THIS ROLE WE ARE LOOKING FOR INDIVIDUALS WHO HAVE:

- A broad understanding of and experience across a complex retail environment
  - Experience driving inventory management systems
- Proven experience in a similar purchasing and inventory management position
- Excellent customer service and interpersonal skills, both written and verbal
  - The ability to develop new systems, process and procedures
    - Advanced Microsoft Office skills
  - Strong attention to detail and time management
  - The ability to work autonomously

If you are looking for work within a great team and love variety in your daily work, then this could be the opportunity you have been looking for.

For full details on the position including the required Key Selection Criteria and information on how to apply, please visit our website at [www.sovereignhill.com.au/careers](http://www.sovereignhill.com.au/careers)

There will also be a requirement for some weekend work.

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**APPLICATIONS CLOSE 5PM FRIDAY 14TH DECEMBER 2018**

*Applicants must be eligible to work in Australia and appointment is subject to satisfactory Police Record and Working with Children Checks.*

