Duchesne Academy & Preschool of the Sacred Heart — Omaha 1881

BOOKSTORE MANAGER
REPORTS TO: CHIEF FINANCIAL OFFICER

Position Description:
Duchesne Academy of the Sacred Heart seeks a dedicated, organized, and creative professional for the position of Bookstore Manager. The Bookstore Manager duties are diverse and cover several key business areas:

Inventory & Product Curation:
- Source and hand-pick unique brands or designers that appeal to a range of specific target demographics
- Travel to market in January to the Sports Licensing and Tailgate Show, (Las Vegas) to meet with vendors, see new trends, and purchase merchandise
- Manage inventory levels, process new shipments, and conduct periodic stock audits
- Design all merchandise graphics, placement, application technique
- Select appropriate merchandise colors, sizes, quantities

Operations & Store Management:
- Oversee daily store transactions
- Responsible for visual merchandising and display to create an inviting/aesthetic atmosphere
- Manage and troubleshoot SQUARE online transaction processing & reporting program
- Manage and troubleshoot SQUARE equipment (registers, fobs, printers, cash drawer, swipers etc.)
- Order & monitor all supplies ~ packaging, ribbon, shipping materials, display items

Customer Relations:
- Open and staff Bookstore for Duchesne events that take place after school hours (music programs, Conge, open house, reunion weekend, Freshmen registration, alum mass, parent teacher conferences, all home volleyball/basketball games and misc. events).
- Provide personalized customer service with students, parents, alums, faculty/staff, guests and other Sacred Heart schools.
- Manage online e-commerce website sales and updates

Financial & Strategic Oversight:
- Track budgets, manage cash flow, and transfer bookkeeping data to business office
- Analyze sales data and profit margins to identify trends and adjust product offerings accordingly
- Prepare accounting spreadsheets and intra dept transfers for business office
- Purchase merchandise within a budget that converts to a positive, confidant return on investment
- Keystone all merchandise for minimum optimal sales outcome

Merchandise Buyer:
- Research, research, research
- Find financially fiscal trends specific to Duchesne customer base
- Purchase all merchandise
- Work with faculty/staff to purchase merchandise for large events; curate items for their budget, assist in design, ordering and production and timely delivery for event date.

Online Sales:

- Manage online website
- Input all inventory, take photos, write descriptions
- Receive, review, fulfill, package all online sales
- Ship online sales as needed
- Communicate with customers
- Liaison to SQUARE point of sale/processing company

Qualifications:

- Models the Sacred Heart Goals and Criteria
- Business Acumen: Proficiency in retail math, financial reporting, and budgeting to ensure profitability
- Fashion Expertise: In-depth knowledge of current trends, garment construction, and textile design
- Interpersonal Skills: Strong leadership for team management and communication for vendor negotiations and customer service
- Adaptability: The ability to juggle multiple roles and respond quickly to shifting market trends or economic factors

Other Information:

Interested candidates should submit their cover letter and resume to Human Resources Manager, Marybeth Goddard, at mgoddard@duchesneacademy.org

Duchesne will conduct background and reference checks. By applying to this position, you agree to cooperate fully in those procedures. Any employment offer is subject to Duchesne's approval of the outcome of those checks.