**Job description- Retail & Operations Associate**

Hours: Full Time

Compensation: Experience based with benefits for Full Time Employee

Location: 136 E. Main St. Midway, KY 40347

**Position summary:**

Freedman’s in its 15th year as a retailer in the United States and has been manufacturing in Toronto, Canada since 1910. We are a luxury equestrian brand and the position requires the applicant to have a thorough understanding of the equine industry. Applicant will be responsible for a variety of tasks including shipping high volumes of merchandise, receiving, warehouse duties, retail sales, inventory and database management. This position will require an employee to manage multiple tasks efficiently and effectively and be a self-starter. We seek team members that strive for excellence, take initiative and promote our brand. Candidate must be reliable and responsible with a high level of professionalism.

**Retail & Operations Associate Duties:**

* Desire to work with a fun, fast-paced team of equine enthusiasts.
* Entry level position with the potential for growth within an expanding company.
* Ability and desire to sell in a retail environment.
* Perform daily shipping duties efficiently and effectively with close attention to detail to ensure that ordered are properly picked, packed and shipped and arrive on time.
* Assist with warehouse maintenance and organization under direction of Store Manager.
* Assist with processing product as instructed with strict adherence to proper counting, shelving and stocking procedures.
* Assist with receiving shipments to ensure that all merchandise and product received at the store is processed in accordance with established programs and procedures and that the department area is organized and maintained. ‬
* Assist store management team with general tasks in the store in accordance with Company policies and procedures, including opening and closing the store. ‬
* Participates in manual inventory counts to record data.
* Assist with physical packing and moving of product for Pop-up horse shows and other events according to Merchandising Plan provided by Store Manager.
* Assist with daily reports at end of workday and pulls merchandise to re-stock Boutique‬.
* Maintains excellence in providing clear, timely and polite information to clients regarding shipments, damages and re-orders, etc. ‬
* Must be able to physically maneuver and handle racks and carts of merchandise.
* Lifting of up to 50 pounds may be required

**Qualifications ‬**‬‬‬

Prior shipping/receiving experience preferred

Warehouse experience preferred

Prior retail experience preferred  ‬‬‬‬- Business dress required

Equestrian industry experience- minimum 5 years ‬‬‬‬mandatory

Computer skills: Email, Excel, Word

**Requirements:**

Thorough understanding of the horse industry

Professional appearance- business attire required

High level of organizational skills and ability to follow directions

Must be able to physically maneuver and handle racks and carts of merchandise

Standing and walking for long periods of time and climbing ladders

Lifting of up to 50 pounds may be required

**Education Requirements**:

High School Diploma

Bachelor’s degree preferred

**Personal Characteristics:**

Outgoing personality

Excellent Interpersonal skills

Self-starter

Problem solver

Proficient at multi-tasking

Team player

"GET IT DONE" attitude!

**Skills**

Excel, Word, Outlook, Inventory software preferred

For all job inquiries, please contact: jenny@freedmanharness.com

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Equal Opportunity Employer