

## **POSITION DESCRIPTION**

**POSITION TITLE:** e/Commerce, Distribution Manager

**DEPARTMENT:** Retail

**REPORTS TO:** Director of Operations, Consumer Products

**POSITION LOCATION:** Gift Shop Warehouse, Brickyard Plaza and various locations on the IMS grounds

**FLSA STATUS:** Exempt

### **SPECIFIC DUTIES:**

Provide leadership within the Warehouse and e/Commerce Departments.

Oversight of continued training, supervision and motivation of all Warehouse and e/Commerce associates to drive sales.

Use problem solving skills to assist Retail Division with issues related to inventory control.

Lead marketing directives to build e/Commerce Department.

Continuous awareness of trends, marketing and developments of related ecommerce businesses.

Responsible for maintaining high operating standards to insure a high quality experience and outstanding e/Commerce customer service.

Management of Online Store; photographing merchandise, uploading images, placement of images and text, marketing development.

Provide input to improve efficiency and cost control of Warehouse, e/Commerce operations including staffing and supplies.

Direct Warehouse merchandise activities including shipping, receiving, transferring and delivery to permanent and temporary gift shops.

Monitor distribution of merchandise orders, transfers, deliveries and vendor returns.

Maintain inventory integrity as related to merchandise organization, location and accuracy of orders; shrink control.

Pre Event: develop recommendation for staffing, scheduling and shift requirements.

Post Event: organize return and restock of merchandise from all Event Shops.

Responsible for implementing and enforcing all policies and procedures as defined by IMS and the Retail Division.

Other duties as assigned by the Director.

### **QUALIFICATIONS:**

Innovative thinker and self-starter with perseverance to lead teams to success.

High integrity and confidentiality.

Effective communication skills.

Advanced skills and experience with all retail sales tools appropriate for the level of manager with similar responsibilities in a Fortune 100 company.

Bachelor's degree or Associate's degree in Sales, Marketing, Business Management, Finance or equivalent relative experience.

Must possess a valid Driver's License.

### **LEADERSHIP:**

Enthusiasm for the company's vision, mission and values.

Leads employees in all Consumer Product related activities.

Authority level is representative of that for a Manager, as designated by the Director of Operations, Consumer Products and company policies and guidelines.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

