



## **Job Announcement: Wooden Boat Chandlery Assistant Manager**

**Want a great job in stunning location?** The Northwest Maritime Center is seeking an Assistant Manager for the Wooden Boat Chandlery. Under the supervision of the Chandlery Manager, the Assistant Manager will assist in managing general store inventory and operations with an emphasis on hardware, books, and tools.

### **Duties and Responsibilities**

Customers and community:

- Welcome and engage customers, respond to customer inquiries, and fulfill customer orders.
- Fulfill and ship Web orders, add items to the Web, and manage Web inventory.
- Run Quickbooks POS and customer sales.
- Help maintain displays cleanliness and overall store function.
- Assist with in-store events, Race to Alaska, and Wooden Boat Festival.

Ordering and inventory:

- Order, receive, tag, and stock merchandise.
- Order hardware, books, fasteners, sundries, charts, supplies.
- Order store supplies, e.g., merchandise bags, office supplies.
- Fulfill shipping for web, phone, in-store sales. Ordering shipping supplies from USPS, FedEx and researching best pricing.
- Track orders for international shipments.
- Track and assess store inventory levels and needs, build purchase orders and send purchase orders to vendors. Start and finish receiving vouchers, update inventory costs and pricing, reprice floor items. Return for credit on all magazines, dated items, broken or incorrect shipments.
- Vendor relations - work directly with vendors to get past invoices, correct order discrepancies, discuss new products, and identify items that complement current inventory and add value to the store.

Track and improve operations:

- Assist and work with the manager to define monthly inventory goals and balance inventory requirements with budget parameters.
- Assist the manager with tracking the success and growth of each department.
- Update pricing annually with international vendors to sync currency updates and price changes, like Langman, ES Sorensen, Teufelberger, Toplicht, Morrow Ropes, etc. Update Harmonized Tariff code for every item we import.

### **Organizational Background**

The headwaters of the Northwest Maritime Center stem back to the wooden boat renaissance that took place in Port Townsend, Washington in the 1970s. Drawn in by the charm of the town and its location as a jumping off spot for open ocean or inland cruising, a group of traditional craft revivalists sailed into town and created a Mecca for wooden boat enthusiasts. Nationally known maritime legends are among the shipwrights and riggers, sail makers and sailors that came to call Port Townsend home. The first Wooden Boat Festival was started as a party amongst this group of romantics. The Chandlery is the front porch for our organization and a visceral extension of our deep history in the community.

### **Other details**

This is a fulltime position with the NWMC with benefits.

### **To Apply**

#### **Contact:**

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