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**JOB DESCRIPTION**  
**Golf Shop Merchandiser**

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Reports To: General Manager (Clubhouse Manager or Maintenance Engineer)

Directly Manages: None

Classification: Regular Full-Time

Working Hours: Normally 40 Hours Per Week

Duties: Responsible for the procurements of all golf shop merchandise. Assists in the development of purchase specifications and selects suppliers. Establishes bidding and ordering procedures and helps develop effective source document flow through the Club.

Specifically, the Golf Shop Merchandiser position must:

- Maintain the purchase order system; issue purchase orders for needed materials and services.
- Coordinate the procurement and distribution of food items with production operations.
- Obtain the best value at the lowest price consistent with established quality standards and delivery schedules.
- Maintain files of vendors' stock lists, catalogs, price sheets and discounts.
- Forecast market conditions, availability of materials and economic conditions.
- Keep informed about current laws, rules and regulations affecting purchasing.
- Monitor purchase orders to determine if deliveries are correct.
- Check purchase orders for clarity and completeness.
- Handle communications concerning over shipment, shortages, and price changes and related matters.
- Determine the cost of deliveries for the best method of transportation.
- Develop specifications for materials and services in cooperation with personnel responsible for production.

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- Authorize rejection of materials which fail to meet specifications.
- Determine necessary stock levels to provide adequate merchandise and to minimize capital investments.
- Monitor records of inventory, materials on-order, and potential demands for supplies.
- Select suppliers and negotiate reasonable terms with supplier; negotiate contracts for supplies and services.
- Evaluate suppliers' products, services, dependability and costs.
- Create goodwill for the organization through effective trade relations.
- Work with sales representatives to identify new products and processes.
- Participate in "make-or-buy" decisions.
- Develop a budget for operation within scope of responsibility.
- Review financial statements to monitor expenditures in operational areas.

The job description includes, but is not limited to, the duties and responsibilities noted above. The essential functions of this job description are not exhaustive and may be supplemented.