**Job description- 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.

**Operations Associate Duties:**

* Warehouse management under direction of Store Manager
* Store maintenance
* 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. ‬
* 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 the store management team with general supervision in the store in accordance with Company policies and procedures, including opening and closing the store. ‬
* Processes incoming deliveries as instructed with strict adherence to proper counting, shelving and stocking procedures.
* Participates in manual inventory counts to record data.
* Leads physical packing and moving of product for Pop-up horse shows and other events according to Merchandising Plan provided by Store Manager.
* May include travel to shows including driving merchandise and displays, setting up and tear down.
* Stays familiar with all current and new products and their marketing plans to ensure that there is stock to support the plans‬.
* 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. ‬
* Assists in the boutique as needed; properly handles money, completes closing paperwork, and assists in-store customers.‬
* Picks up store supplies, make local delivers and other essential store tasks, as needed.

**Qualifications ‬**‬‬‬

Prior shipping/receiving experience preferred

Warehouse experience preferred

Prior retail experience preferred  ‬‬‬‬- Business dress required

Equestrian industry experience- minimum 5 years ‬‬‬‬mandatory

**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

"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