



# WALKER WARE JOB DESCRIPTION

**DEPARTMENT** – Office

**SUMMARY DESCRIPTION** – Retail Coordinator - This 40-45-hour/week position is designed for a person to operate the day-to-day functions of the Walker Ware clothing and collectibles line located at Walker.

**DUTIES AND RESPONSIBILITIES** (may include but are not limited to):

- Executing retail sales both in store and online through walkerware.com.
- Learning and using Shopify point-of-sale program for all transactions, including credit card, inventory and general accounting.
- Packing and shipping orders and coordinating with the customer and the Walker shipping department for best shipping methods.
- Interacting with Walker Marketing team and suppliers to bring in new and existing products.
- Interacting with service providers to insure proper results for each item, including correct placement, application and color of the Walker logo and various designs.
- Managing inventory, including originating new orders with suppliers and managing existing supply levels. This includes placing orders and being responsible for all additional steps to put completed orders into inventory.
- Keeping walkerware.com up to date with product presentation/information, inventory levels and proper pricing.
- Supporting factory events with possible specialty orders and interacting with visiting guests.
- Working with Walker Marketing Department to initiate outside promotion to the field to inform about new product and offers like show and event packets.
- Managing accounting functions of Walker Ware through Shopify and interacting with Walker accounting department to keep books accurate.
- Conduct an annual physical inventory (fiscal year-end)

**MINIMUM JOB REQUIREMENTS:**

- Must possess a high level of energy and have excellent communication skills.
- Extremely high ethical standards. Must be able to work with confidentiality at all times. Must welcome accountability and supervision.
- Previous experience and competency in retail sales is a plus.
- Demonstrated attention to detail, critical thinking skills and project management and organizational skills.
- Ability to communicate with co-workers in a busy yet congenial office environment. The candidate must be highly motivated and work well both independently and in a team environment. Must be a self-starter, self-directed, self-administered without a lot of direct supervision.
- Demonstrated history of reliable and consistent attendance.

**PHYSICAL REQUIREMENTS:**

- This position will require a person who is able to frequently lift, carry, move or transport objects of up to 70 lbs.

**Contact information:** Send resume and/or application to:

Walker Manufacturing Company  
Ken Weaver, Human Resources  
5925 E. Harmony Road  
Fort Collins, CO 80528  
kenw@walker.com  
Or apply online at: [www.walker.com/employment](http://www.walker.com/employment)