

RECRUITMENT ANNOUNCEMENT

Legislative Gift Center Coordinator

The Washington State Legislature is hiring one full-time **Legislative Gift Center Coordinator**.

The Legislative Gift Center is a unit of the Office of Legislative Facilities under the authority of the Washington House of Representatives and Washington State Senate.

The Legislative Gift Center features Washington-grown food and Washington-made crafts, postcards, calendars, and souvenirs that promote our state and our Legislature.

The Coordinator facilitates all aspects of the operation of the Legislative Gift Center.

DUTIES AND RESPONSIBILITIES

Manage Gift Center inventory. Establishes and recommends inventory types, pricing, minimum stocking levels, and re-order guidelines.

Coordinates the purchase of all Legislative Gift Center products consistent with the policies of the Gift Center Oversight Committee.

Maintains all inventory records. Completes monthly spot inventories and annual inventory reconciliations.

Reconciles and submits reports of cash, inventory control and daily sales totals.

Develops and implements marketing strategies to meet sales and profit goals.

Creates and manages displays and provides gift wrap services.

Recruits and trains paid retail and volunteer staff for the Legislative Gift Center.

Schedules, assigns work, coaches and reviews work of retail and volunteer staff.

Works in cooperation with the Department of General Administration's Visitor Services program on matters of public tours and gatherings. Also assists in providing building, governmental and tourism information.

Professionally represents and promotes the Legislative Gift Center.

Continually researches new products, and assesses effectiveness of existing Gift Center products offered for sale.

WORKING CONDITIONS

The person in this position walks and stands on hard surfaces. It requires bending and lifting up to 50 pounds and packing/unpacking large boxes. There is a high noise level occasionally caused by large groups of people.

BENEFITS

This full-time exempt position includes vacation, sick leave, paid state holidays, retirement, social security, health, life and other optional insurance. Salary depends upon qualifications and experience.

MINIMUM QUALIFICATIONS

Three (3) years retail sales experience of which at least Two (2) years included experience in retail management to include knowledge of principles and methods of retail store operation, merchandising, inventory processes, marketing, and documentation of methods and procedures. Demonstrated responsibility for scheduling, training, coaching, assignment of work, and review of retail sales clerks.

OR:

A Bachelor Degree (college or university) and one (1) year of retail management experience to include lead work responsibility or coordination of office procedures.

AND:

Possesses a competent level of computer skills and experience in Microsoft WORD, EXCEL, and ACCESS, as demonstrated in work history. Familiarity with retail Point-Of-Sale systems is desirable.

NOTE: An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position may be considered.

TO APPLY

Please submit by 5:00 pm, October 5, 2009

1. Your resume
2. A letter of interest responding to items in this announcement
3. A list of references with current phone numbers

Please mail, e-mail or FAX submittal to:

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**The Washington State Senate is an Equal Opportunity Employer
Women, Minorities and Persons with Disabilities Are Encouraged to Apply
ADA Accommodations Will Be Provided Upon Request**

Opening Date: September 23, 2009

Closing Date: 5:00 pm, October 5, 2009