

**Pay:** From \$19.00 per hour

**Job description:**

Retail Store Manager

Wildlife Prairie Park is a jewel in the Midwest. Located just outside of Peoria, IL, this 2,000-acre zoological park is home to over 180 animals/60 different species that are native to Illinois. Over 100,000 people visit the park each year. Our guests come to learn about wolves, bison, waterfowl, black bear, elk, cougar, otter and much more.

We are seeking an experienced retail professional to oversee the purchasing, inventory control, merchandising, and sales in our Adventure Store operations. The position is responsible for planning and directing the day-to-day operations of the retail store. We are looking for someone who will seek innovative ways for our visitors to leave with memories of the park while increasing revenue to support our core mission areas of conservation, education, and recreation.

Essential responsibilities:

- Manage Gift Shop team, ensuring coverage for weekends and special events.
- Develop and manage a strategy for long-term retail growth
- Support the park mission by the appropriate selection of merchandise and visual merchandise display, maintaining store presentation and online store standards
- Collaborate with various park departments to ensure store merchandise reflects the desired emphasis of each upcoming exhibit
- Support park programming by ordering and selling related product for specific museum events on-site and online
- Responsible for the store's annual budget. Establish and achieve targets for retail metrics such as Sales, Cost of Goods, Gross Margin and Net Profit.
- Responsible for all merchandise sourcing and purchasing.
- Maintain store's physical condition and appearance.
- Supervise and train store sales specialists. Train staff on store procedures, loss prevention and point-of-sale (POS) and inventory management systems.
- Oversee all store display themes and merchandising and restocking.
- Proactively attain product knowledge and be able to share that with co-workers and customers.
- Meet and exceed store standards in customer service, product merchandising, and rotation.
- Work with Marketing Manager to develop marketing strategies to promote the Adventure Store.
- Promote teamwork by working with other WPP staff effectively, safely, respectfully, and efficiently.

- These examples are not intended to be all-inclusive. Other related duties may be assigned as needed.

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#### Basic Job Requirements

- Bachelor's degree in related field or relevant experience
- 3 years' senior level retail management and retail purchasing experience.
- E-Commerce and/or social media experience a plus.
- Proven experience in sales growth, staff training and management and inventory control procedures.
- Sound verbal and writing skills.
- Proven analytical and organizational skills.
- Ability to lift boxes up to 40 lbs. unassisted.
- Ability to sit at computer, work on foot, bend and/or stoop for extended periods of time.
- Proficient use of technology.
- Valid driver's license with an acceptable driving record is required as you may be driving and using a company vehicle for various responsibilities

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#### Work Schedule

- Full time position, flexible weekend availability a must.

#### Benefits:

- Dental insurance
- Employee discount
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

#### Schedule:

- 4 hour shift
- 8 hour shift
- Weekend availability

#### Ability to commute/relocate:

- Hanna City, IL 61536: Reliably commute or planning to relocate before starting work (Required)

#### Experience:

- Customer service: 1 year (Preferred)

Work Location: In person