

## Associate Buyer

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. You will also actively play a part in creating a vibrant future through our 2019-2023 Strategic Plan. Embedding the core principles of Diversity & Inclusivity, Sustainability and Organizational Excellence into each pillar of the plan, we are focusing on five main pillars of our organization: People & Culture, Fundraising & Financial Strength, Infrastructure Investments, Visibility & Branding and Engagement & Education. We welcome and appreciate your contributions to Filoli.

### SUMMARY

The Associate Buyer is responsible for providing assistance in planning and buying inventory for the Clock Tower Shop (Shop) at Filoli, and providing support to the Director of Retail Operations in achieving strategic and department goals. The Associate Buyer is expected to assist in retail floor coverage as needed, and provide excellent customer service to all visitors and vendors.

This full-time, non-exempt and hourly position is scheduled for 40 hours per week, with variable scheduling. The hourly rate is \$33.00 per hour. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. Shifts may include weekends and occasional evenings. Some occasional overnight travel will be required for buying trips.

### Essential Duties and responsibilities include:

- **Administrative**
  - Answer phone and emails in timely manner;
  - Run sales reports for Director of Retail Operations;
  - Collect and sort mail for invoices and catalogs;
  - Verify vendor statements for open orders received then research for payment if needed;
  - Box up end of year files and prepare file drawers for new year;
  - General filing of paid invoices and vendor information;
  
- **Inventory Management**
  - Oversee all receiving of shipments in conjunction with Shop staff;
  - Coordinate deliveries as necessary;
  - Plan and oversee Annual Physical Inventory and/or Cycle Counts;
  - Run reports and monitor inventory levels for discrepancies or shortages;
  - Maintain a neat and orderly stock room;
  - Work with Shop staff on merchandise flow and stock levels;

- **Buying**

- Enter new inventory items into POS inventory system;
- Create purchase orders;
- Monitor all open purchase orders, verify receipt of purchase orders by vendors, track open purchase orders including calling vendors and verifying pricing issues;
- Update purchase order costs as directed;
- Work with vendors establishing best viable terms;
- Maintain POS system including integrity of data and generation and analysis of reports and assist Accountants Payable with monthly inventory reconciliation;
- Review sell through by vendor, exhibition and merchandise classification and set inventory min-max levels for basic merchandise;
- Review historical sales activity and current sell-through to maintain appropriate inventory levels in basic and seasonal merchandise categories;
- Monitor sales of seasonal-related merchandise and recommend re-orders based on sell-through;
- Assist the Director of Retail Operations in developing holiday assortment;
- Attend buying trips;
- Responsible for re-orders of basic merchandise;
- Coordinate activities with the Director of Retail Operations to prioritize the processing of shipments and assist in resolving discrepancies;
- Work with Director of Retail Operations regarding over/shorts, damages and returns as needed;
- With the approval of the Director of Retail Operations, process all inventory markdowns, price changes and adjustments in the POS and communicate with Sales Floor Supervisor and Accounts Payable regarding inventory adjustments to ensure accurate reconciliation of museum store inventory;
- Maintain vendor listings in POS/Inventory system with current information and set up new accounts;
- Maintain vendor and merchandise sources files for the buying office, review vendor price lists for cost changes and review retail pricing as necessary;
- Assist with basic inventory management including fiscal year physical inventory, cycle counts, periodic and seasonal reorders and monitoring shelf levels of basic merchandise;
- Assist with coordinating special events for the museum store (Members' Day, author appearances, membership events, and rental events) and order merchandise;
- Work with Director of Retail Operations on sales and inventory forecasting and the budget process;
- Provide administrative support to Director of Retail Operations;
- Attend and document vendor meetings;
- Assist in the Shop as back up, for special events, and extended hours as needed;

## **General**

- Provide support and coverage in the Shop, on the retail floor in the form of cashiering, stocking, and customer service as needed;
- Ability to provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;

- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions;
- Participate in staff meetings as needed.

### **MINIMUM QUALIFICATIONS**

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

**EDUCATION:** BA/BS or an equivalent combination of education and experience.

### **CORE COMPETENCIES**

- **RETAIL EXPERIENCE** – Minimum of three years of retail experience and one year as an assistant buyer, merchandise planner or in a related merchandising role. Previous museum or non-profit experience is a plus.
- **PEOPLE, PROJECT, AND PROGRAM SKILLS** – Effective teamwork skills and cross-functional collaborative capacity. Strong analytical skills. Work independently while maintaining open and transparent communications about duties and project status. Ability to either take direction or work independently as the situation requires.
- **LEADERSHIP** – Flexible, energetic, and outcomes-oriented self-starter who brings a creative approach to solving problems. Capacity to interact effectively and build partnerships with Filoli's many constituencies including staff, Board members, community partners and supporters, donors, members, visitors, and volunteers. Strong administrative skills. Ability to multitask, see many sides to complex issues, and perform at high standards with a collegial team.
- **CULTURAL COMPETENCIES** – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- **DIVERSITY, EQUITY, AND INCLUSION** – Committed to Filoli's dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEAI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- **COMMUNICATION SKILLS** – Excellent verbal and written communication skills.
- **DECISIVE NATURE** – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate rapid solutions with understanding of the inherent risks and the implications of decisions.
- **COMPUTER SKILLS** – Intermediate skills on Microsoft Office products and Google Applications. Experience with computerized POS/inventory management system strongly preferred. Knowledge of CounterPoint is a plus.
- **AVAILABILITY** – Maintain a flexible work schedule that includes seasonal peaks to meet the demands of executive management. Remote work is optional but no more than 25% on a regular basis. Some travel will be required.

### **Skills and Abilities:**

- Demonstrate consistent and exceptional attention to detail, resourcefulness and an ability to think through an issue and anticipate possible problems, obstacles, and conflicts;
- Be organized and follow through on tasks to a successful completion;
- Take direction, multi-task and work in an environment of regular interruptions;
- Ability to read, interpret and communicate information in documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Serve as a collaborative team member with strong interpersonal skills and a sense of humor.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Driver's License is required.

### **PHYSICAL REQUIREMENTS**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Lift/carry items up to 20 pounds;
- Stand, walk across uneven terrain, climb stairs, reach, lift, carry, crouch, push and bend frequently and occasionally climb a step ladder.

### **HOW TO APPLY**

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to: <https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

**Please visit our website for more information: [www.filoli.org](http://www.filoli.org)**

**Filoli is an equal opportunity employer who values diversity in the workplace.**