

OZARKS EXCHANGE MANAGER

JOB SUMMARY/OBJECTIVE:

The Ozarks Exchange Manager is responsible for planning and managing Ozarks Exchange Store operations, supervising store staff and providing customer service to stakeholders. This position supports auxiliary operations through the Ozarks Exchange Store. The Ozarks Exchange Manager is also responsible for the administrative oversight of the Post Office.

DUTIES AND RESPONSIBILITIES:

- Prepares and implements detailed plans for retail store operations and special events
- Analyzes store financials and makes determinations regarding how to positively impact future sales/expense opportunities
- Plans and prepares for promotions
- Demonstrates full understanding of capacity and velocity requirements, based on previous history
- Establishes and maintains engaging relationships with the internal campus community
- Seeks out new ways to partner with campus regarding remote selling opportunities
- Provides highest levels of customer service within the store and in all interactions with stakeholders
- Manages the visual presentations to create an exciting shopping environment for customers
- Participates in the execution of store-specific projects, such as renovations
- Ensures preparation of invoices and coordination of stock shipments are completed in accordance with company directives and/or policies and procedures
- Provide administrative oversight to Post Office work-study student staff; including hiring, training, scheduling, evaluation, and maintaining work study budget database
- Coordinate record keeping for the University Post Office, to include end of month reporting
- Prepare reports as requested
- Manage the Ozarks Exchange and Post Office budgets
- All other duties as assigned

SKILLS AND ABILITIES:

- Strong organizational and problem-solving skills
- Strong analytical skills and financial insight
- General computer skills
- Enjoy working with college students

QUALIFICATIONS:

- Bachelor degree or equivalent
Experience in retail management or customer service

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

APPLICATION PROCEDURES:

Send a letter of interest, résumé, and three to five professional references to:

- E-Mail, with MS-Word or pdf attachments (for applications): HumanResources@ozarks.edu
- Mail: Director of Human Resources, University of the Ozarks, 415 N. College Ave., Clarksville, AR 72830

Applications received by Friday, January 22, 2021 will be assured of full consideration.

ABOUT UNIVERSITY OF THE OZARKS:

Ranked in the top ten of southern region comprehensive baccalaureate institutions by U. S. News & World Report, University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The university serves a diverse group of approximately 850 students from the United States and abroad on a beautiful campus in Clarksville, Arkansas, located along I-40 approximately 90 miles northwest of Little Rock, nestled between the Arkansas River and the Ozark Mountains. Recent major gifts have enhanced the academic program and other campus initiatives. For more information about University of the Ozarks, visit www.ozarks.edu.