



JOB DESCRIPTION-PART TIME INVENTORY MANAGER

General Description/Primary Purpose:

The Part-Time Inventory Manager is responsible for overseeing inventory operations for the Murray on Main retail stores in Tishomingo and Ardmore. This position plays a key role in coordinating merchandise buying, managing inventory processes, supporting store marketing, and developing an online retail presence for Murray on Main. The Inventory Manager ensures that store operations remain efficient, merchandise is well-stocked and appealing to customers, and online sales processes are established and maintained.

Classification: Part-time Staff

Salary: Salary commensurate with experience and qualifications.

Appointment: 12 month, Part Time

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at Murray State College will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with a low cost of living and numerous natural attractions offering fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, Murray State College offers the best of both worlds: small-town life with access to big-city offerings.

Description of Duties and Tasks:

1. Coordinate the buying and replenishment of merchandise for Murray on Main stores.
2. Track stock levels, monitor sales trends, and make recommendations for reorders or new products.
3. Develop and implement processes for receiving, tagging, and organizing merchandise.
4. Conduct regular inventory counts to ensure accuracy and accountability.
5. Collaborate with store managers and the marketing team to promote inventory through in-store displays and marketing campaigns.
6. Provide product photography and descriptions for marketing and social media use.
7. Assist in planning seasonal promotions and sales strategies that highlight inventory.
8. Lead the development and implementation of an online store for Murray on Main.
9. Work with internal and external partners to set up e-commerce systems, product listings, and payment processing.
10. Create processes for managing online inventory, fulfilling orders, and shipping products.
11. Ensure consistency of branding and product presentation across online and in-store platforms.

12. Establish and refine inventory management procedures to improve efficiency.
13. Develop reports to track inventory turnover, sales performance, and stock discrepancies.
14. Recommend and implement systems for better tracking and forecasting of merchandise needs.
15. Promote a learning environment for student internships to learn all aspects of retail store operations.
16. Collaborate with the event coordinator on rental spaces owned by Murray State College and assist when necessary.
17. Assist with Murray State College events and coordinate community appreciation, sponsorship, and fundraising gift baskets.
18. Have a passion for being a part of a team-oriented, mission-driven, academic culture.
19. Complete all required training assigned by human resources.
20. All other duties assigned.
21. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

Required Knowledge, Skills, and Abilities

Individuals must possess these kinds of knowledge, skills, and abilities or be able to explain and demonstrate that they can perform the job's essential functions, with or without reasonable accommodations, using some other combination of skills and abilities.

- Requires the ability to work independently and as part of a team.
- Requires excellent written, verbal, and interpersonal communication skills.
- Requires a self-motivated, enthusiastic, and community-driven person with a positive attitude and readiness to be a team player.
- Requires knowledge of purchasing merchandise, store design, sales, marketing, and inventory management.
- Requires logistics and order fulfillment knowledge to sell and deliver products to customers who order through e-commerce.
- Requires knowledge of a point-of-sale system and its potential to process payments, track inventory, increase efficiency, run reports, and improve customer management.

Hours:

Part-time, flexible schedule (29 hours/week).

Qualification Standards:

1. **Minimum Qualifications:** Three years experience in retail management and marketing. A valid Driver's License is required.
2. **Preferred Experience:** Prefer three years experience in retail management. Associate's degree in Business, Retail Management, or other related areas and/or other combination of education and experience required
3. **Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.

4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must be permitted to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of Application
2. Resume
3. Unofficial college transcript(s). NOTE: Official transcript(s) required upon employment.
4. Murray State College employment application.
5. MSC background check consent form.

Submit the application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 73460
mscemployment@mscok.edu

Application Deadline: Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify.

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