



American Community Association

Retail Coordinator

OPEN TO:	All interested candidates
POSITION:	American Community Association Retail Coordinator
OPENING DATE:	October 16th, 2020
CLOSING DATE:	Until filled
WORK HOURS:	75% FTE
SALARY:	4200 PLN (gross) per month

NOTE: This is NOT a position with the U.S. Embassy or U.S. Government. All applicants must have the legal right to work in Poland before being able to apply for this position or be an Eligible Family Member. Such right may be obtained through Polish Citizenship or work or residency permits. Salary is flat rate regardless of nationality.

BASIC FUNCTION OF POSITION

American Community Association (ACA) provides support to American personnel assigned to the U.S. Embassy Warsaw and Consulate General Krakow by providing products and services through ACA operations.

The position of Retail Coordinator includes:

Inventory Oversight and Marketing of the Retail Store and Bar

- Inventory stock and reorder when inventory drops to a specified level.
- Purchase, receive, and distribute products verifying receiving slips and forwarding order summary to the accountant.
- Establish and maintain effective inventory control methods to avoid overstock/understock.
- Conduct periodic research of local markets to update commissary offerings.
- Determine additional sales and promotions by reviewing merchandising activities and trends.
- Confer with the ACA Management and Board to develop methods and procedures to increase sales, expand variety of merchandise and promote business.
- Plan and coordinate advertising campaigns and sales promotions, prepare merchandise displays.
- Examine products purchased for resale and/or storage to assess the condition of each product or item.
- Keep records of purchases, sales, and requisitions.
- Formulate pricing policies for merchandise according to profitability requirements.
- Establish and maintain operation procedures.
- Create and maintain records and documentations for all store and bar operations
- Running the Salty Dawg bar during happy hours

Direct Supervision and Personnel Management

- Assign employees to specific duties; follow up on work results.
- Maintain store staff by recruiting, selecting, orienting, training, and evaluating employees.
- Maintain store staff performance results by coaching, counseling, and disciplining employees.
- Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts or in performing customer service.
- Perform work activities of subordinates, such as cleaning and organizing of shelves, displays, and selling merchandise.
- Keep records of employees' work schedules and timesheets.
- Enforce safety, health, and security rules.

Professional Development

Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; and establishing professional networks.

QUALIFICATIONS REQUIRED

NOTE: Applicants must address each selection criterion detailed below with specific and comprehensive information as to how they meet the criterion.

1. Education: Completion of secondary school is required.
2. Prior Work Experience: 2-3 years of retail experience, including experience with inventory distribution and control, purchasing and sanitation procedures; previous management or supervisory experience.
3. Language Proficiency: Level 4 (fluent) speaking/reading/writing English is required.
4. Technical Skills: Experience with computerized inventory and bookkeeping systems; working knowledge of Microsoft Windows and Microsoft Office (Word, Excel, Outlook), Publisher and Power Point.
5. Personal Skills: Strong communication, organizational, and customer service skills; ability to analyze data and make decisions, experience working with different nationalities, an entrepreneurial spirit, a willingness to experiment, and a flexible, positive attitude.

ADDITIONAL SELECTION CRITERIA

1. The ACA will consider nepotism/conflict of interest, budget, and residency status in selecting the successful candidate.
2. The selected candidate will be required to obtain an appropriate security clearance.
3. Interested members of the U.S. Embassy who are departing post in less than a year are not eligible to apply.

TO APPLY

Interested applicants for this position should submit the following:

1. A current resume or curriculum vitae; plus
2. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Aleksandra Abney, ACA General Manager
U.S. Embassy Warsaw
Al. Ujazdowskie 29/31
00-540 Warsaw
Tel: 022-504-2027
E-mail: Abneyak@state.gov

The American Community Association in Poland provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political

affiliation, marital status, or sexual orientation. The American Community Association also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.