

Uniforms Specialist

Inquiries, with resumé, should be directed to Denise Carman at
employment@belmontclassical.org

SUMMARY

Belmont Classical Academy is seeking a self-motivated individual with exceptional organizational skills to fill the position of Uniforms Specialist. The Uniforms Specialist represents the school in a professional manner as he/she interacts with each family at Belmont.

HOURS

This is a part-time position. Hours vary seasonally. Average of 1-2 hours/week during the school year, with 8-10 hours/week during the months of July & August.

JOB DESCRIPTION

Responsibilities for this position include:

- Organize current uniform inventory
- Maintain stock at appropriate levels
- Fill orders correctly and promptly, assuring customer satisfaction
- Process exchanges and returns quickly and efficiently
- Inspect items when they arrive from the manufacturer to ensure that they are defect-free
- Research best local vendors for embroidery and screen printing
- Work with above vendor(s) to ensure quality work is completed on-time

This employee will report to the Director of Curriculum and Instruction.

EXPERIENCE

Previous customer-facing experience is preferred.

EDUCATION

Associates or Bachelors degree, or equivalent in life experience.

COMPENSATION

Commensurate with experience.

