

JOB PROFILE – PUBLICATIONS/MERCHANDISING CO-ORDINATOR

(Updated February 2020)

JOB TITLE

Publications/Merchandising Co-ordinator

POSITION SUMMARY / RESPONSIBILITIES

The Publications/Merchandising Co-ordinator is responsible for ensuring the organisation has suitable publications and merchandise available for purchase and completes orders for despatch within acceptable timeframes.

TERM

Annual appointment, effective 1st July each year

PERSON SPECIFICATIONS

The Publications/Merchandising Co-ordinator shall possess the following knowledge, skills and attributes to undertake the responsibilities and tasks for the position effectively:

- Knowledge of MNZ administration as it affects position of appointment
- Ability to relate to a wide range of people, and value and respect diverse cultures.
- Effective administrator with good communication, written, listening and organisational skills.

REPORTING LINES / WORKING RELATIONSHIPS

The Board Member shall maintain direct liaison with:

- Board.
- Director of Finance.
- Manufacturers and Merchandisers

KEY TASKS

The Publications/Merchandising Co-ordinator shall undertake the following key tasks:

- Maintain publications and merchandise at levels approved by the Board.
- Evaluate and recommend to the Board, appropriate MNZ merchandising items.
- Liaise with the Director of Finance re finances covering all functions of responsibility, and monitor expenditure against approved budget.
- Conduct annual stock-take of publications and merchandise as at 31 March each year.

PERFORMANCE EXPECTATIONS / KPI's

The Marketing Co-ordinator shall meet the following performance expectations:

- Maximise revenue, comply with budgeting approvals and minimise cost.
- Identification of suitable merchandising items.
- Forward to Director of Finance, by 15 April each year, annual stock-take details of publications and merchandise.
- Project an atmosphere of loyalty and support to Marching New Zealand and its Board.
- Set a high standard of professional conduct.
- Undertake any other duties required by the Board

REMUNERATION

- Position on a voluntary basis
- Any expenses to be verified first by the Chief Executive Officer