## Retail Operations- Luxury Home

Manor Fine Wares is seeking an Operations Coordinator. Working supportively with the Store Manager, this handson role focuses on store systems, merchandising, inventory control, custom-orders, and sales support.

We at Manor understand the quality, tradition, and subtle details of the handcrafted. An independent boutique geared toward living well, we've curated a collection of sought-after home furnishings, European bedding and bath linens, unique decorative accessories, and lavish gifts.

We are a close-knit, collaborative team of creative professionals committed to authentic relationships with customers and interior designers who share our passion for art and enduring quality.

In this key role, you will be interfacing with company management, buyers, vendors, and customers. A growing business, we value talent and long-term career development. If you already have management experience, this role could be immediately expanded to an Assistant Manager position.

## Our dream candidate:

- Has a passion for fashion and/ or interior design
- Is happy to be "hands-on" with displays, merchandise, shipping/ receiving, and organizational tasks
- Sets a positive example for the team- working collaboratively, diplomatically, and respectfully
- Has exceptional time management and organizational skills
- Ability to wear many hats
- Is eager to learn
- And finally, stands out as an all-around good person!

## Responsibilities include:

- Managing store stock working with budgets, managing fulfillment, and performing strategic analysis
- Composing and managing customer custom orders
- Creating and maintaining innovative and strategic store displays
- · Managing an updated library of fabric samples, references, and pricing
- · Assisting customers on the salesfloor when needed
- Handling receiving and outgoing shipments
- Assisting the store manager in supporting the team and driving business

## What we offer:

- Hourly compensation, commission, and group incentives
- Opportunity for long-term career development
- Medical, vision, and dental benefits
- 401k retirement plan with company match
- Paid time off
- Generous employee discounts

To be considered for an interview, please send your resume and the best way to be contacted. We look forward to hearing from you!