



Roles & Responsibilities

Wyndham City Sharks

Uniform Sales Officer

The Club Uniform Sales Officer is responsible for member's uniform needs, selling uniforms and maintaining stock levels. This includes sourcing quotes and suppliers for shirts, caps, state and national uniforms, hoodies, tracksuits and supporter t-shirts. It also involves liaising with suppliers regarding designs and ensuring the uniform conforms to Swimming Victoria and Swimming Australia regulations.

Responsibilities

- Be a point of contact for uniform sales and enquiries
- Order and maintain uniform stocks
- Obtain quotes and source suppliers
- Ensure Swimming Victoria and Swimming Australia regulations are met.
- Cash handling
- Working with Admin Assistant and Treasurer regarding financial transactions and payment of accounts.

Attributes

- An excellent communicator
- Honest and trustworthy
- Be available on pool deck regularly
- Able to work with a variety of people