

Gazelle Sports – Be Your Best



Product Flow Associate – Administration (Hourly)

Position Vision

Product Flow Associates are responsible for checking in product from the vendor, accurately distributing that product to the retail locations, and making deliveries for all Gazelle Sports businesses. The Product Flow Associate maintains organized back stock, executes price changes, pulls inventory for model stock and transfers product. Maintaining a clean and organized warehouse and working well with teammates is critical to this position. The Product Flow Associate reports to the Distribution Manager.

Position Expectations

Inventory Organization and Product Flow

- Pulling inventory for model stock
- Price changes
- Store to store transfers.
- Inventory Adjustments - Return Authorizations & Community Outreach
- Checking in product from the vendor
- Accurately sorting product for each retail location
- Maintaining organized back stock
- Assist with data entry of receivers.
- Delivery of product to the Retail Stores using the DC truck.
- Pulling and Shipping e-commerce/website orders
- Pulling orders for Team Gazelle
- Maintain Community Outreach Equipment Calendar
- Assist with S/R at our retail locations if needed
- Support the Merchandise Managers with UPC entries
- Assisting as needed with all FBA orders

Assist with annual physical inventories

Assist as needed with Girls On The Run orders and delivery

Assist in coordinating off site sales

- Assist as needed with coordination of Expos and off site sales.
- Product organization at the DC
- Product and equipment delivery

Warehouse Cleaning and Maintenance

- Bathrooms
- Warehouse
- DC truck
- Snow removal
- Trash/recycling