



Quartermaster

Position Description

Overview

The Quartermaster manages the purchase of club clothes, jackets, and accessories.

Responsibilities

- Places the order and assures delivery of standard white club shirts with an embroidered name to new members and any additional shirts members may order in white or any other color.
- Identifies items of interest that can be branded with the club logo and sold to members and presents concept and cost to the membership for interest and place order
- Provides the Treasurer with payments received and invoices from vendors
- Responsible for tracking outstanding payables and receivables and performing appropriate follow-up
- Serves as the liaison between the club and the club's vendor(s)

Skills / Abilities Required

- Knowledge of club logo wear and accessories
- Knowledge of ordering and inventory control
- Ability to reconcile stock counts to report data
- Solid organizational skills
- Ability to receive stock and deliver goods
- Basic computer skills, including email and Excel