



We are now accepting applications for the Buyer!

This is an exciting opportunity for you to join the amazing team at the Fleet Gift Shop (FGS). The FGS is a non-profit organization that is operated in conjunction with the Naval Officers' Spouses' Club of Okinawa (NOSCO).

We are seeking applicants with experience and a heart for charity. Bachelor's degree or retail buying/business experience preferred. Not only will you get paid to be a part of an energetic and fun team, you also get to become an integral part of helping local charities.

Main Duties

We are looking for someone who is willing to travel internationally, likes working with other cultures, and has an eye for design! This is a full time job that requires a flexible schedule. Must be willing to travel internationally up to 4+ times a year, 1-2 weeks at a time.

- Responsible for purchasing merchandise to be sold at the Fleet Gift Shop
- Create yearly buy trip calendar and make all necessary travel arrangements
- Build relationships with international consolidators and vendors
- Create financial documents relating to product purchases and travel expenditures
- Conduct necessary bank transactions
- Prepare all customs forms in compliance with Japanese laws for pick up of shipments
- Be present for incoming deliveries and unpacking
- General operations of store including merchandising, day-to-day operations, and providing excellent customer service
- Be present during inventory in July
- Be able to assist lifting merchandise (20-30 lbs)
- Work 30+ hours per week. Hourly wage is \$10.50/hr
- Be able to assist with store coverage on occasional evenings and Saturdays
- Be proficient in Excel
- Must have valid tourist passport with reentry stamp and expiration date more than 6 months remaining upon start date.

The successful applicant must be willing to commit a minimum of 14 months to the position, from start date. Anticipated start date: December 2019. All SOFA status individuals are eligible to apply, regardless of rank or service.

DEADLINE TO SUBMIT APPLICATION: September 21, 2019

INTERVIEWS: September 27, 2019

Please e-mail your cover letter, resume, and home décor mood board document to Lulu Sims at fleetgiftshopdirector@gmail.com