

## Purchasing and Inventory Control

A full-time Purchasing and Inventory Control Manager is needed at Historic Jamestowne for statewide museum retail operation including 6 stores at 5 historic sites. Duties include ordering to replenish stock levels; maintaining accuracy of inventory and product information in POS data bank, fulfillment of mail orders; reporting and reconciliation of daily and monthly sales; working with buyer and store manager to track sales and improve targeted merchandise mix; overseeing and maintaining approvals for all store merchandise; educating employees about new products; managing employees in shipping and receiving functions; overseeing and compiling annual physical inventory for audit. Must have good communication skills and be competent with computers, proficient in Microsoft Excel and Word. Qualified candidate should also be organized and a quick learner. Purchasing and/or bookkeeping experience required. Supervisory experience preferred and advanced computer skills valued. Excellent benefits package.

Resumes should be e-mailed to:

[dia@apva.org](mailto:dia@apva.org)

or mailed to:

APVA Preservation Virginia  
Attention Dia Idleman  
204 West Franklin St.  
Richmond, VA 23228