

# A & E Fabrics and Crafts

923 N. New Warrington Rd.  
850-455-0112

## Part Time POS System Manager

Accepting Applications until filled

### Job Description

A & E Fabrics uses a cloud-based point of sale (POS), eCommerce website and inventory management system. The POS System Manager is responsible for managing the POS system, online store/website and inventory database. Provides technical support to sales staff.

### HOURS

- 20 – 30 hours per week. Store hours 10 – 5 pm Mon – Sat.

### RESPONSIBILITIES

- Manage the A & E functionality of the Rain POS system.
- Responsible for analyzing and resolving a variety of issues related to the POS system.
- Input and maintain clean and accurate inventory data.
- Maintain and update documentation for business needs.
- Maintain store website and eCommerce functions
- Provide support for marketing i.e social media, newspaper ads, etc.

### QUALIFICATIONS

- Education Minimum: High School Diploma, GED, or equivalent
- Minimum of 3 years' experience preferred in a POS technical support role.
- Experience with database information management
- Experience with website development
- Experience with Microsoft products (Word and Excel) and Google Email
- Experience with marketing through mass email, in-store marketing, and social media
- Point of Sale experience required.
- Solid time management skills.
- Strong oral /written communications ability.
- Highly attentive to detail, a passion for accuracy, organization and superior follow-up skills.
- Experience in a variety of sewing and crafts is a plus, but not required.
- Being a flexible member of our cohesive team is critical in the day-to-day operations of the store.

### PHYSICAL REQUIREMENTS

- Work at a computer for most or all of a shift
- Ability to lift 15 – 20 lbs.
- Bend down and reach above head.