

Gift Basket Program Coordinator

Job brief

The Gift Basket Program Coordinator at Parker's Table plays a vital role in growing a successful revenue center for Parker's Table throughout the year. The potential to grow this sector of our business remains wide-open with huge growth potential. This is a very public-facing position that ultimately leaves a memorable impression on not only the gift giver, but all who receive our gifts. This is a full time salaried position structured bonuses based on revenue growth.

The Gift Basket Program Coordinator is both a project manager who understands the dozens of moving parts that must sync together to execute large-scale gift basket creation and delivery, and a sales manager. You will be promoting the opportunity for Parker's Table to take the hassle out of gift giving by allowing us to curate and create unique gift baskets to suit any taste.

Responsibilities

- Respond to requests (email or phone) for an gift basket order within 24 hours
- Solicit corporate basket orders from existing Parker's Table customers and **develop ways** to engage with new customers
- Provide customers with suggestions to enhance the individuality of the gift
- Collaborate with retail shop to order in products for baskets that are also used in the retail shop
- Collaborate with web manager to ensure that all gifting information is accurate on the website
- Hire and train supplemental staff to execute large scale orders and deliveries during the holidays
- Collaborate with scheduling manager on supplemental staffing needs
- During the non-holiday season, coordinate the execution of all gift basket orders
- Maintain inventory on both shipping and in-store basket supplies
- Coordinate shipping or local delivery for all applicable orders
- During non-holiday season, work in the shop at least 50% of the time to get to know
- Participate in annual full shop inventory (Estimated Jan 2-4), and conduct periodic cycle counts as needed.

Send your resume and references along with a message about why you feel you want to be on the Parker's Table team in this role to jen@parkerstable.com