

# MARKET

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BY MODERN NEST

## Market Director

Market by Modern Nest, the retail + furnishing division of Modern Nest is seeking to hire a Market by Modern Nest Market Director. Modern Nest is a luxury custom home design and build firm located in Scottsdale, AZ. In December 2020 we stepped into the retail portion of the business opening our brick and mortar retail space in Old Town Scottsdale.

The Market Director will work to organize, develop and grow the Market by Modern Nest retail business. This organized individual must be creative, hardworking, knowledgeable in the retail industry and highly motivated to learn new things and implement processes within the current Market organization. The Director will report directly to the Principals and will work across the organization daily.

## Key Responsibilities:

- Retail Operations
  - Manage market employees and implement day-to-day tasks for each employee
  - Create and manage employee schedules
  - Excellent client communication, coordination and customer service
  - Manage/delegate daily upkeep of the Market
    - > Make sure that internet and phones are working properly
    - > Clean and organize all store supplies and place supply orders when necessary
    - > Schedule cleaners and run errands as needed
- Sales Management
  - Manage sales team, create and review monthly sales goals
  - Build and train the sales team on detailed descriptions and knowledge of products/inventory
    - > Understand the process of how products are made, materials used, how to clean/best maintain the pieces, etc.
  - Manage and train on POS and e-commerce systems
  - Manage online sales, order shipment, communicate customer tracking and update website stock when items sell out
- Inventory Management
  - Attend annual buying trips with Buyer and coordinate merchandise orders
  - Weekly check-ins with all vendors to make sure orders are on time
  - Product quality control
  - Tag, price and SKU all inventory
    - > Separate retail from online merchandise
    - > Inventory entry into Shopify
  - Communicate inventory quantities and needs to the Buyer

- Communicate purchasing trends and seasonal features (holidays, summer, etc) with Buyer
- Schedule and coordinate product photography
  
- Warehouse Management/Order Fulfillment
  - Partner with E-Commerce Manager to ensure orders are being fulfilled in a timely manner and customer needs are met
  - Oversee warehouse organization
  
- Secondary Roles:
  - Assist Marketing Director/Creative Content Manager in creating and planning events for social outreach – host pop-up events, book signings, dinner party nights, etc.
  - Assist Marketing Team with IG content, photoshoots, posting schedule

**Qualifications:**

- Experience: Minimum 5 years of retail experience
- Education: Bachelor's degree required
- Highly Proficient with Shopify or similar POS and ecommerce systems
- Strong organizational, problem-solving, planning and communication skills
- Design aesthetic alignment with Modern Nest/Market by Modern Nest brand