



THE ARMY AND NAVY CLUB
ON FARRAGUT SQUARE

The Army and Navy Club is a private, not-for-profit, Five Star Platinum Club in the heart of Washington, DC. Our membership is comprised of active and retired military officers from all branches of our Armed Forces, along with civilian members.

Job Title: Administrative and Retail Coordinator

Department: Human Resources

Reports To: Mark Peckham, Director of Human Resources

FLSA Status: Non-Exempt

STATEMENT OF EXPECTATIONS

This is a newly created position; thus, we are seeking a temp – to – hire candidate. As you can see, this is a hybrid of duties and responsibilities (25-30 hours per week).

This position offers a very competitive pay, \$16 -18 per hour, depending on experience; incremental raises given based on performance and reviews.

ESSENTIAL FUNCTIONS AND DUTIES:

- In this exciting role you will be working with and supporting the Executive Club leadership.
- Experience in retail or purchasing department is a big PLUS.
- Assists and supports 4 to 5 Club Director's on a variety of administrative and clerical functions.
- Communicates with all staff regarding purchasing needs. Monitors and edits domestic and import purchases and follows up on allocations and late vendor shipments.
- Interfaces with all levels of management and communicates with multiple internal and external contacts on a routine basis.
- Creates and maintains spreadsheets to monitor monthly inventory of merchandise and office supplies.
- Creates and maintains purchase requisition forms for all departments.
- Assists and supports all general and administrative functions of the Club including, Accounting, Membership and Marketing, and Human Resources departments.

EDUCATION AND TRAINING REQUIRED:

Our successful candidate, must be a high school graduate and possess a minimum six months of prior office experience AND customer service background. Our ideal candidate must be outgoing, friendly, member centric and able to multi-task in a fast-paced environment. Must be able to lift up to 10+ pounds and may stand on feet for long periods of time.

Applications can be emailed, faxed or mailed. Email is the preferred method.

The Army and Navy Club

901 17th Street, NW
Washington, DC 20006

Mark Peckham, Director of Human Resources
Email: mpeckham@armynavyclub.org
Phone: 202-721-2084
Fax: 202-785-2481

Equal Opportunity Employer | Drug-Free | Criminal Background Checks will be conducted