



Inventory/Backstock Supervisor

vbs apparel (also known as, Volleyball Stuff) is seeking a detail-oriented Inventory/Backstock Supervisor to oversee the management of inventory and backstock during the 2025 Nationals Edmonton event. Reporting to the Event Manager, the Inventory/Backstock Supervisor will be responsible for organizing, tracking, and maintaining stock levels, ensuring the retail booth is well-supplied throughout the event. This role requires strong organizational skills, attention to detail, and the ability to manage inventory in a fast-paced, high-energy environment.

Responsibilities:

- Manage and provide guidance to the inventory and backstock team, ensuring proper stock organization and safety protocols.
- Receive inventory shipments and organize the backstock area upon arrival, maintaining order and proper labeling for efficient storage and quick retrieval.
- Perform regular stock counts and audits, reporting discrepancies or low inventory to the Event Manager.
- Coordinate stock replenishment by monitoring inventory levels and collaborating with the Retail Supervisor and Event Manager to restock as needed.
- Maintain accurate records of inventory movements, stock levels, and sales trends, preparing daily reports for the Event Manager.
- Report any inventory discrepancies, shortages, or excess stock, and help optimize stock management process.
- Enforce company policies for inventory handling to ensure all stock is stored securely and loss prevention methods are followed.
- Facilitate team breaks to ensure smooth operations during shift changes and breaks.
- Help with booth set-up and tear-down at the beginning and end of the event.
- Other duties as assigned.

Qualifications:

- Previous experience in inventory management, stock control, or warehouse supervision preferred.
- Strong organizational skills and attention to detail.
- Ability to manage and prioritize multiple tasks in a fast-paced environment.
- Strong leadership and team management abilities.
- Ability to lift and move boxes or products (up to 50 lbs) and stand for long periods.
- Strong communication skills with the ability to collaborate across teams.
- Flexible schedule and availability to work during event hours.



Additional Notes:

- This position is temporary and will be active during the 2025 Nationals event which will be held at the Edmonton EXPO Centre Vendor Hall.
- Hours will vary depending on the event schedule.
- Physical requirements include standing for extended periods and light lifting.

Pay Rate & Availability:

Pay Rate: \$25/hour

Required Availability: May 12-25 (7-10 hour shifts each day), plus 10 hours of in-person training/warehouse support in advance of the event to be scheduled following successful application.

Estimated Total Hours: 150 hours (subject to change based on event schedule)

How to Apply:

Please submit your cover letter and resume to nationals@volleyballstuff.net with the position title in the subject line.

We appreciate all applicants; however, only those selected for an interview will be contacted.