



Covering Canada in Moccasins

JOB DESCRIPTION

Merchandise Coordinator

Location: Hybrid / Moccasin Identifier Office

Unit: Blended, Place Knowing / Education Stream

Reports to General Manager

Employment Type: Full-time contract, *based on available funding*

ABOUT

Moccasin Identifier (MI) is an Indigenous-led Initiative dedicated to increasing awareness and understanding of Indigenous Treaties and history across Canada. Our mission is to cover Canada in Moccasins, promoting Treaty education and fostering a network of knowledge for Truth and Reconciliation through our education programs and place-knowing installations. Moccasin Identifier aims to expand its promotional capability for MI and Indigenous branded products.

PURPOSE

We are seeking a skilled Merchandise Coordinator to operate our Trotec Speedy 300 laser cutting machine, oversee the selection, acquisition, promotion, and sale of merchandise for Moccasin Identifier. The Merchandise Coordinator will play a crucial role in advancing Moccasin Identifier's brand and Treaty awareness across Canada through MI and Indigenous branded promotional products. This role requires a blend of technical expertise, design skills, entrepreneurial skills and administrative capabilities. The ideal candidate will be responsible for creating and executing precise laser cutting projects, managing workflow, sales and maintaining high standards of quality. While experience with laser cutting is an asset, training will be provided for successful candidates.

ACCOUNTABILITY

- 1) The Merchandise Coordinator is supervised on a day-to-day basis by the General Manager and works alongside the broader team in accordance with funding priorities and plans.

DETAILED RESPONSIBILITIES AND EXPECTED RESULTS

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1) Laser Cutting Operations

- Operate the Trotec Speedy 300 laser cutting machine to produce high quality products.
- Prepare and set up materials for laser cutting, ensuring accuracy and efficiency.
- Monitor the laser cutting process, making adjustments as necessary to maintain quality and precision.
- Perform routine maintenance and troubleshooting on the laser machine to ensure optimal performance.

2) Design and Creativity

- Develop and execute creative design concepts for laser cutting projects.
- Utilize design software (e.g. Adobe Illustrator, CorelDRAW) to create and modify digital files for laser cutting.
- Collaborate with clients and team members to understand project requirements and deliver customized solutions.

3) Merchandise and Sales

- Research, select, and acquire quality materials for Moccasin Identifier's merchandise.
- Identify and promote merchandising sales opportunities with Moccasin Identifier partners and clients.
- Collect and analyze sales data.
- Aid the general manager in creating and implementing a merchandising strategy to maximize sales.

4) Administration and Inventory

- Manage and prioritize multiple projects to meet deadlines and client expectations.
- Maintain accurate records of materials, costs, project specifications, and completed work.
- Coordinate with suppliers and vendors to ensure timely delivery of materials and supplies.
- Assist with administrative tasks to maintain accurate invoicing, quotes, records management, inventory management, and order processing.

5) Monitoring and Reporting

- Track and report on the progress of laser cutting projects and related activities.

- Prepare regular reports for management, highlighting key achievements, challenges, and recommendations.
- Gather and analyze feedback from partners to improve future projects and partnerships.

QUALIFICATIONS

Education and Experience

- College diploma in business, graphic design, machinist, or related field, plus 2 years of relevant experience in a First Nation community, OR
- Grade 12 or equivalent and a minimum of 5 years of experience in a related field such as graphic design, CAD designing, trades, business etc.

Knowledge, Skills and Abilities

- Strong knowledge of First Nations, Metis, and Inuit Peoples, and Indigenous cultural practices.
- Proven ability to work independently and as part of a team.
- Experience with laser cutting machines, particularly the Trotec Speedy 300 is an asset, but not required.
- Strong creative and artistic abilities, with a keen eye for detail and precision.
- Excellent organizational and time management skills.
- Basic administrative and business skills, including record-keeping and inventory management.
- Willingness to travel and work flexible hours, if required.

Key Competencies

- Strong organizational skills to manage multiple tasks and events simultaneously.
- Ability to build and maintain positive relationships with diverse stakeholders.
- Quick thinking and resourceful in addressing challenges during events.
- High level of motivation and positive attitude towards learning and development.

Other Requirements

- Flexible hours and travel may be required.
- Results of a current criminal reference check.
- Valid “G” class driver’s license, proof of insurance and ability to travel.

Application Process

Interested candidates are invited to submit a resume and cover letter detailing their qualifications and experience, and explaining their interest in the position. Please send your resume to admin@moccasinidentifier.com by January 6, 2025 at 4:30 p.m. ET.

Moccasin Identifier is an equal opportunity employer and encourages applications from all qualified individuals, including Indigenous Peoples, women, persons with disabilities, and members of visible minorities.