



ISLAND  
INSTITUTE

## ARCHIPELAGO IN DOWNTOWN ROCKLAND IS HIRING!

### **Product Coordinator**

If you have Retail and Customer Service experience –  
**We want to chat with you!**

Island Institute on 386 Main Street in Rockland has a YEAR ROUND, FULL TIME, BENEFITS ELIGIBLE position opening for a **Product Coordinator** for their Archipelago retail store.

*Responsibilities:* Maintaining product inventory through receiving's, pricing, check-outs, inventory adjustments, yearly inventory count; processing/fulfilling web orders, providing regular reports regarding inventory stock, book ordering and other ordering as needed, overseeing and maintaining back stock inventory, covering the floor two days a week and as determined by the director and/or store manager, as well as processes outside wholesale orders of Island Institute publications.

*If you are passionate about Maine island communities apply today.*

**Employee benefits** - medical, vision, dental, retirement plan, paid-time off and more!!

**For more information, call Deb Bartol 207-781-4218.**

Archipelago provides an outstanding and unique shopping experience, celebrating over 250 Maine coastal artisan products.

**APPLY ONLINE TODAY.**  
[islandinstitute.bamboohr.com/jobs/](http://islandinstitute.bamboohr.com/jobs/)