

POSITION BOOKSTORE MERCHANDISING COORDINATOR
APPLY BY APRIL 25, 2019
HIRE DATE MAY 20, 2019

DIVISION Fiscal Services
REPORTS TO Controller
CLASSIFICATION Non-Exempt, B22
POSTING DATE April 10, 2019

SUMMARY

The Bookstore Merchandising Coordinator will participate in day-to-day operations from receiving to sales. This position provides assistance to the Course Materials Coordinator and will train student workers to be effective on the sales floor and behind the counter. They will focus on customer relations, sales, daily deposits and reports, inventory, marketing and store events. This position reports to the Controller.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Plan, organize and direct purchasing activities to meet College Bookstore merchandising needs and assure adequate and appropriate supply of products; coordinate and conduct inventory control activities; research and evaluate sources of supply; order products according to inventory needs; contact vendors to negotiate prices, specifications, conditions of delivery and other related issues as necessary.
- Supervise receiving of all merchandise, inspect and approve all incoming shipments. Maintain all shipping & receiving records including damages, shortages, returns, & freight claims. Investigate shipping options to ensure cost effectiveness.
- Retail store duties; including front counter sales, display maintenance, customer service, etc. Resolves customer concerns and ensures processes are in place to resolve complex and/or escalated issues. Supervise the counting of money and issuing of change and receipts and assure the Bookstore is maintained in a clean and orderly condition and coordinate the stocking of shelves and displays.
- Operation & maintenance of the point-of-sale (POS) system. This will include cash register sales, inventory record maintenance, receiving, opening & closing procedures (daily & monthly). Oversee ShopKey for Auto/Ag work orders.
- Manages and maintains the return processes in coordination with Course Materials Coordinator to insure that the stores receive proper credit while reducing write-offs. Communicates with vendors and/or shippers about any disparities and other related issues including the condition of course materials.
- Develops and maintains a "standard operating procedure" manual for all operations within the store.
- Stay current with "best practices" in the store industry as well as ensuring that the Bookstore is receiving the best value for its purchasing dollar.
- Plan, organize and direct the development and implementation of Bookstore marketing functions and strategies; coordinate promotional activities to enhance Bookstore patronage; coordinate advertisements and promotional materials.
- Participate in the preparation and maintenance of financial and statistical records, reports and files related to sales, inventory; receive, prepare and distribute a variety of Bookstore correspondence.
- Oversee training and provide work direction to student employees as needed.
- Cross train as back up to the Course Materials Coordinator.
- Other duties as assigned.

TRAINING, EXPERIENCE AND SKILLS

- Associate's degree in accounting, business or marketing and a minimum of 2 years of related experience required; or equivalent combination of education and experience.
- Computer experience with Microsoft Office applications and the internet.
- Experience with operating Point of Sale systems, maintaining and tracking inventory and bookstore operations preferred.
- Ability to work effectively in a team-based, quality environment and provide exceptional customer service.
- Ability to effectively communicate, both orally and in writing.
- Must be service minded, adaptable and self-motivated.

PHYSICAL REQUIREMENTS

Position requires: stooping, reaching, standing, walking, talking, hearing, and seeing; lifting up to 50 pounds on a regular basis and up to 10 pounds frequently.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or 608.822.2314.

If you need an accommodation, call 608.822.2632 (tdd: 608.822.2072) or email disabilityservices@swtc.edu

WAGE BAND: B22 - Hourly Range: \$18.26 - \$23.74

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charge)

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.