AUBURN
Human Resources

Mgr, Bookstore Logistics

Job Description

JOB INFORMATION

Job Code	EF05
Job Description Title	Mgr, Bookstore Logistics
Pay Grade	SL08
Range Minimum	$48,360
33rd %	$58,040
Range Midpoint	$62,870
67th %	$67,710
Range Maximum	$77,380
Exemption Status	Exempt
Organizational use restricted to the following divisions	112 AVP, Budgets & Business Operations
Approved Date:	1/23/2026 3:11:34 PM

JOB FAMILY AND FUNCTION

Job Family:	Sales
Job Function:	Bookstore

JOB SUMMARY

The Bookstore Logistics Manager oversees all receiving and inventory control functions within the Bookstore, ensuring efficient and accurate handling of merchandise. This role provides direct supervision of the receiving team and serves as the primary liaison to the Store Director regarding operational needs.

RESPONSIBILITIES

- Supervises all receiving department staff, including scheduling, performance management, timekeeping, and resolution of personnel matters.
- Leads cultural and operational improvements by setting expectations, modeling desired behaviors, and driving performance toward team and individual goals.
- Provides ongoing coaching, training, and development to ensure staff members are equipped to meet operational standards and succeed in their roles.
- Manages all warehouse and back-of-house logistics, including receiving, disbursement, stock and non-stock ordering, returns, releases, and cycle counting.
- Reviews operational and financial reports to verify that costs, charges, and returns are accurately recorded.
- Ensures receiving accuracy by monitoring processes and confirming that receipt logs are properly attached to purchase orders in NetSuite.
- Enforces proper use of material-handling equipment and adherence to storage, safety, and compliance standards across all store operations.
- Maintains the integrity of inventory records by monitoring documentation practices and ensuring accuracy in all materials tracking.
- Evaluates supplier performance to ensure alignment with quality, delivery, and service expectations.
- Provides supervisory support across store operations and serves as a key holder, contributing to overall leadership and daily store management.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline required. A degree in Business Administration or related field is desired.	and	5 years of	experience in retail receiving, inventory management, and customer service.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of retail receiving, warehouse operations, and inventory control processes	
Knowledge of ERP and inventory systems (e.g., NetSuite) and documentation standards	
Knowledge of safety regulations, material-handling practices, and vendor performance expectations	
Skilled in leadership, coaching, and performance management	
Skilled in data review, problem-solving, and process improvement	
Skilled in communication and effective coordination across teams and vendors	
Ability to maintain accuracy and integrity in all receiving and inventory records	
Ability to enforce safety, compliance, and operational standards	
Ability to lead teams through change, prioritize tasks, and adapt in a fast-paced environment	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting				X		
Lifting			X			50 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing					X	
Repetitive Motions					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.

Travel Requirements:

Domestic

Additional Special Requirements:

This position will be required to pass the Campus Driving course.