AUBURN
Human Resources

Buyer-Bookstore Merchandise I

Job Description

JOB INFORMATION

Job Code	EF11A
Job Description Title	Buyer-Bookstore Merchandise I
Pay Grade	SL04
Range Minimum	$34,210
33rd %	$38,780
Range Midpoint	$41,060
67th %	$43,340
Range Maximum	$47,900
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	112 AVP, Budgets & Business Operations
Approved Date:	7/28/2021 10:47:11 AM

JOB FAMILY AND FUNCTION

Job Family:	Sales
Job Function:	Bookstore

JOB SUMMARY

Provides oversight for the business activities related to the buying and stocking of merchandise and apparel.

RESPONSIBILITIES

- Performs buyer duties by selecting vendors and negotiating prices and terms with vendors.
- Works with other departments to address any issues such as short-ships, breakage, shipping/receiving errors, etc.
- Processes merchandise, vendor returns, mark-ups, and mark-downs, stocking, and inventorying assigned products.
- Responsible for the strategic decision making regarding assigned categories and accountable for the financial performance of these assigned categories.
- Creates and designs layouts for merchandising of materials.
- Determines appropriate product assortment for assigned categories.
- Establishes appropriate pricing and mark-up for assigned products.
- Assists on the Bookstore sales floor to include assists customers, creates displays, assists in marketing implementation and special events, and assists with merchandise receiving.
- May assist in overseeing a satellite location of the bookstore either on or off campus.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	
High School Diploma or GED	High School Diploma or Equivalent	and	4 years of	Retail sales operations and/or customer service	
Bachelor's Degree	Business, Fashion Merchandising, Economics, or Related Field.	and	0 years of		

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	

MINIMUM LICENSES & CERTIFICATIONS

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

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

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			25 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.