



JOB INFORMATION

Job Code	ED02
Job Description Title	Spec, Inventory & Receiving
Pay Grade	FM09
Range Minimum	\$35,730
33rd %	\$40,490
Range Midpoint	\$42,870
67th %	\$45,250
Range Maximum	\$50,020
Exemption Status	Non-Exempt
Approved Date:	7/26/2021 3:15:11 PM
Legacy Date Last Edited	8/19/2019

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Surplus & Inventory Control

JOB SUMMARY

Reporting to the Assistant Bookstore Director, oversees the Bookstore's general merchandise receiving department including verifying and ensuring accuracy in all shipments, inventory, pricing, and entering data.

RESPONSIBILITIES

- Responsible for receiving, preparing, organizing, delivering merchandise to the appropriate stockroom locations, and verifying inventory and accounts for general merchandise of the Bookstore.
- Identifies and inspects product inventory to ensure the highest quality and addresses any issues such as short-ships, breakage, shipping/receiving errors, etc.
- Maintains records of all shipments and merchandise received. Ensures the UPC or barcode are entered into RATEX in order to scan correctly and accurately reflect the product descriptions on the sales receipts.
- Supervises, trains, and schedules temporary and student employees in regards to inventory receiving.
- Notifies vendors of shipment discrepancies and processes vendor returns if needed to ensure merchandise credit is received in a timely manner.
- Assists with invoicing vendors which includes ensuring accuracy in matching invoices.
- Provides assistance on the sales floor to include serving as a floor supervisor, assisting customers, managing check out lines, operating cash registers, and processing orders and returns when necessary.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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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 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	High School Diploma. Bachelor's degree preferred.	And	3 years of	Experience in retail operations or receiving goods for resale, which includes data entry and inventory management.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of basic math, Microsoft Excel, data entry, and communication skills.

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					
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		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.