GENERAL MERCHANDISE BUYER & SHIPPING RECEIVING COORDINATOR

Bookstore

POSITION SUMMARY

Responsible for all aspects of procuring and merchandising all general merchandise, including required course supplies, school supplies, technology consumables, convenience, personal care, beverages, candy and snack foods. Maintains effective communication with academic departments to provide required course supplies needed at each semester opening.

Responsible for all aspects of Bookstore Shipping and Receiving Operations.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

A. Buyer - General Merchandise

Selects, orders, receives and displays required school supplies, technology consumables, convenience, personal care, beverages, candy and snack foods. Provides course supplies as required by academic departments.

1. Analyzes and uses knowledge of sales histories and season to determine product mix and ordering quantities.
2. Plans display and promotion of merchandise.
3. Maintains a viable inventory by utilizing Nebraska Book Company perpetual inventory control system, WinPRISM.
4. Works directly with vendors to purchase products for resale.
5. Supervises student employees in order placement, pricing, restocking and maintaining sales area.
6. Authorizes invoices for payment
7. Accountable for departmental budget and financial goals.

B. Shipping and Receiving Coordinator

1. Reconciles shipping documents and purchase orders with actual merchandise received.
2. Enters receiving data on bookstore inventory control system. Prepares general merchandise for sale.
3. Maintains a log of inbound and outbound shipments.
4. Prepares course materials for sale: unpacks, counts, prices and shelves 700+ titles each semester.
5. Utilizes Bookstore inventory control system to generate publisher return forms for selected course materials.
6. Insures that those course materials selected for return to the publisher are pulled from the shelves properly packed and shipped in a timely manner so that full credit is issued for the merchandise.
7. Selects mode of transportation most appropriate for outbound merchandise by using cost, time in transit and need for tracking as criteria.
8. Assists Course Materials Coordinator in the set-up of textbook sales floor.
9. Organizes and maintains bookstore storage areas.

C. Other duties

1. Performs other duties as assigned or requested.
2. Provides backup support within the bookstore
3. Attends and participates in meetings, conferences etc., as assigned or appropriate

**QUALIFICATIONS**

**Job Qualifications:**
Some college preferred.
Professional experience should consist of three years in retail of which one year is in a college bookstore.
Competency in utilization of Windows operating system, prior experience in shipping and receiving, proficiency in English.
Valid California drivers license.
Heavy physical effort (lift/carry 40 lbs or more) lifting.
Moderate reaching, stopping, bending.
Considerable carrying, standing/walking.
Requires accuracy and careful attention to detail.
Customer service is a must.

**Prefer:**
Ability to utilize Nebraska Book company – WinPRISM inventory control system
Competency in MS Word and EXCEL
Prior experience in retail operations
Competency in operation of POS cash register
Driving record that allows Designated Driver Status
Ability to utilize email, Fax, photocopier

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.