

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position-Retail Coordinator, The Wartburg Store

Preparation Date: March 22, 2018

Function of Position:

Responsible to the Wartburg Store Manager for assisting with various Store duties such as ordering apparel, gifts and supplies; stocking, receiving, updating online store, inventory, and cashiering.

This is a twelve-month, part-time position with hours that vary due to business need, usual work schedule is in afternoon, approximately 20 hours per week and expands due to seasonal demands.

Duties and Responsibilities:

1. Assist manager to maintain inventory of apparel and gifts; prepare and process special orders; ensure appropriate product quantity and mix for seasonality using system functionality. (19%)
2. Assist with all receiving (including textbooks and trade books); enter barcodes into WinPrism; and resolve product issues within 2 days of receipt. Regularly check with staff to resolve any issues preventing product from being placed on the floor and resolve product quality issues with suppliers. (19%)
3. Stock shelves on a regular basis; check floor for product needs, place orders in a timely manner with follow-up to ensure product arrives on time. Assist with year-end inventory. (17%)
4. Cashier; perform monthly inventory of safe; assist with maintaining appearance and cleanliness of store. (16%)
5. Utilize technology, streamlined processes, and reports, in order to expedite work. (9%) Maintain online store with available product added to store within 3 days of receipt. (8%)
6. Assist in supervising and training student staff; ensure adherence to high customer service and personal work standards. (7%)
7. Assist in evaluating trends such as customer buying trends, market trends, and collegiate trends.(5%)
8. Perform other duties as assigned.

Typical responsibilities: Process invoices and purchase orders on point-of-sale system. Take product photos and revise in PhotoShop then add product, photos and description to web store. Customer service including assisting customers with purchases and using registers.

Supervision: Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

Qualifications: Requires knowledge equivalent to an Associate's degree in management or a related field and two years of relevant experience; ability to lift 50 lbs.; attention to detail; strong communication, customer service and organizational skills.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

Wartburg College is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.