

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position---Retail Coordinator, The Wartburg Store

Preparation Date: May 2015

Function of Position:

Responsible to The Wartburg Store Manager for assisting with various Store duties such as maintaining supply inventory, understanding Point-Of-Sale/inventory system, and assisting with receiving and product resets throughout the store. Also, direct students to ensure excellent customer service and to ensure store tasks are completed. Assist with other store responsibilities as needed.

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. Proactively source supplies . (85%)
2. Assist with all receiving, 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. (5%)
3. Assist with customer service activities of waiting on customers, cashiering and resolving issues.
4. Perform other duties as assigned.

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 members of underrepresented ethnic and minority groups.