



JOB TITLE: BOOKSTORE GENERAL MERCHANDISE BUYER ASSISTANT

Classification: Classified
Salary Range: 27

Retirement Type: PERS*
Revised/Board Approved: October 18, 2004

BASIC FUNCTION:

Under direction of the Assistant Director - Bookstore, perform technical and complex assignments within the general merchandise department; analyze and prepare data for computerized systems; maintain and review complex records and files assuring accuracy and completeness; and operate computerized point-of-sale cash register system.

DISTINGUISHING CHARACTERISTICS:

The Bookstore General Merchandise Buyer Assistant assists in all phases of general supplies, art, engineering, gift, clothing, trade and general reference books and computer software acquisitions and returns, special orders; interacts extensively with faculty, staff, students and vendors; assists buyer on computerized inventory management system database and books-in-print database, ordering, receiving and customer service; assists customers in person and over the telephone; operates a computer-based point-of-sale cash register system; assists opening or closing the Bookstore as required; performs other duties pertaining to the operation of a retail environment as assigned.

REPRESENTATIVE DUTIES:

Utilize a computerized point-of-sale inventory management and books-in-print database; assist General Merchandise Buyer with requisitions and special orders for departments, faculty, staff students and the general public; monitor inventory, returns and special orders and assist buyer to place orders.

Process requisitions from departments; interacts with campus departments for accuracy and completeness of requisitions.

Assist with special orders and faculty requirements; verify and process faculty and staff discounts; make change for cashiers; approve refunds, checks, and charges as required; maintains inventory levels and advises buyer of stock.

Assist General Merchandise Buyer with generating and printing purchase orders and receiving work sheets; maintain files of requisitions, purchase orders, invoices and related correspondence and records; assist with inventory preparation and physical inventory count.

Receive, count, stock and store general merchandise.

Coordinate and assemble unique package requirements for resale and distribution.

Assist in ordering and reordering by computer, telephone, fax or mail; obtain cost prices and discounts from vendors; calculate retail pricing under supervision.

Perform data entry of general merchandise, receiving, invoices, inventory management and returns; match and check purchase orders, packing slips and invoices for completeness and accuracy, assist in follow-up of outstanding purchase orders, special orders, and department

requisitions; distribute correspondence and place calls to publishers, vendors and faculty as necessary.

Process returns to vendors and publishers, in compliance with their policies on unsold stock, books, and merchandise received in error, old edition and damaged/defective books and general merchandise.

Answer questions from faculty regarding materials for classes, timeframes, availability and prices; assist and respond to students' questions regarding stock availability, price location and explain policies regarding refund period, refund conditions, check and charge procedures; assist customers in locating trade, reference, general reading books and supplies, and making selection of other merchandise.

Post received merchandise in computer database for inventory control and price adjustments.

Perform a variety of clerical duties including answering the phone, filing documents, and typing purchase orders, invoices, and memos.

Operate a variety of office equipment including a personal computer, computer terminal, typewriter, calculator and Book-in-Print database for special orders; operate a point-of-sale cash register and computer terminal which interface directly with the bookstore computer database, point-of-sale system and accounting functions of the Bookstore.

Process and check accuracy of special program transactions including book loans, requisitions and invoices.

Maintain item database following established procedures and guidelines pertaining to consistent data entry for point-of-sale and inventory database management.

Assist General Merchandise Buyer with updating prices and assuring correct bar codes and shelf tags; communicate and assist stockroom on receiving, pricing, bar coding, and shelf tags.

Assist and coordinate special sales and merchandise displays.

Determine eligibility for refunds following Bookstore policies and procedures; execute appropriate documents for cash register transactions.

Assist with opening or closing the bookstore as required; generate all reports from ten cash registers and refund register; count cash drawers; prepare all required paper work; secure safe and entrance doors.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by college level course work in a related field and one year of clerical and computerized inventory management experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Functions, operations and activities associated with a college bookstore and/or retail environment. Computerized inventory, point-of-sale and books-in-print database management systems.

Bar code formats and labeling.

Point-of-sale cash register and associated computer system.

Retail sales procedures and practices.

Common business practices with respect to sales, pricing, discounts, returns, shipping regulations, methods and costs.

Physical inventory procedures.

Opening and/or closing a retail operation, including setting up cash drawers and methods of accurate cash register balancing.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques, equipment and etiquette.

Oral and written communication skills.

Basic math and record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Abilities/Skills:

Operate a computerized inventory system, point-of-sale and books-in-print database management system.

Effectively operate and understand computerized cash register system.

Determine and distinguish correct barcode labeling formats.

Execute the procedures required in opening and/or closing of the bookstore.

Resolve problems related to the operation of cashiering equipment, sales entries and cash register adjustments.

Quickly learn the campus organization and applicable operations, policies, and procedures.

Operate a calculator to accurately determine discounts and retail pricing.

Organize and maintain accurate and complete files and records.

Establish and maintain cooperative and effective working relationships with co-workers, faculty, staff, students and publishers.

Perform clerical duties such as filing, duplications, typing, maintaining records and answering the telephone.

Operate office machines including computer, calculator, copier and fax machine.

Read, interpret, apply and explain rules, regulations, policies and procedures of the Bookstore.

Greet the public tactfully and courteously.

Type at an acceptable level to accomplish assigned duties and tasks.

Ability to perform effectively in a fast paced environment.

Meet schedules and time lines.

Understand and follow oral and written direction.

Work overtime during peak periods.

WORKING CONDITIONS:

ENVIRONMENT:

Retail environment.

Considerable distraction from office activities.

PHYSICAL ABILITIES:

Lift and carry up to 50 pounds.

Use arms, legs, and back to lift moderately heavy items.

Dexterity of hands and fingers to operate a computer keyboard.

Stand or sit for extended periods of time.

Hear and speak to exchange information.

Reach overhead, above the shoulders and horizontally.

Bend at the waist, kneeling or crouching.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.