



BOOKSTORE SUPPLY BUYER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	48	07/01/2017	Classified	1 of 2

DEFINITION

To perform the supply ordering function of a college bookstore; orders supply, gift and college logo merchandise for resale as well as supplies for store use.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Orders supply, gift, and college logo merchandise for resale using a computerized inventory control system.
- Maintains an adequate, controlled inventory; and performs periodic physical inventory.
- Establishes accurate pricing of items and ensures that all merchandise has been price coded.
- Meets with supply vendors on a regular basis to stay informed of new product offerings.
- Assists customers with special orders.
- Orders supplies for store use (cleaning products, printer paper, etc.)
- Operates point of sale systems to conduct customer service duties
- Processes returns and exchanges of stock.
- Reconciles point of sale systems and prepares deposits and daily sales sheets.
- Orders food and sundry items based on customer demand.
- Processes invoices for payment.
- Oversees lay-out and display of merchandise.
- Performs bookstore opening and closing procedures.
- Recommends promotional merchandise and advertising strategies.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Standard practices of pricing, buying and selling bookstore or stationery store merchandise.
- Clerical and record keeping methods, including computerized stock control and inventory procedures.
- Modern software applications (Microsoft Office Suite, etc.).
- Computer software used in purchasing and inventory management.

Skill/Ability to:

- Maintain inventory levels using a computerized inventory control system.



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- Operate an adding machine or calculator with accuracy.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) years of retail work experience in purchasing and/or sales, preferably in a book or stationery store, including school supplies and computer merchandise.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma GED or the equivalent.

Adopted: 07/01/17