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## Auburn University Job Description

Job Title: **Spec, Inventory & Receiving**

Job Family: No Family

Job Code: **ED02**

Grade 30: \$28,000 - \$46,700

FLSA status: Non-exempt

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### Job Summary

Reporting to the Assistant Bookstore Director, oversees the Bookstore's general merchandise receiving department including verifying and ensuring accuracy in all shipments, inventory, pricing, and entering data.

### Essential Functions

1. Responsible for receiving, preparing, organizing, delivering merchandise to the appropriate stockroom locations, and verifying inventory and accounts for general merchandise of the Bookstore.
2. Identifies and inspects product inventory to ensure the highest quality and addresses any issues such as short-ships, breakage, shipping/receiving errors, etc.
3. Maintains records of all shipments and merchandise received. Ensures the UPC or barcode are entered into RATEX in order to scan correctly and accurately reflect the product descriptions on the sales receipts.
4. Supervises, trains, and schedules temporary and student employees in regards to inventory receiving.
5. Notifies vendors of shipment discrepancies and processes vendor returns if needed to ensure merchandise credit is received in a timely manner.
6. Assists with invoicing vendors which includes ensuring accuracy in matching invoices.
7. Provides assistance on the sales floor to include serving as a floor supervisor, assisting customers, managing check out lines, operating cash registers, and processing orders and returns when necessary.
8. Performs other duties as assigned.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma. Bachelor's degree preferred.
<b>Experience (yrs.)</b>	3	Experience in retail operations or receiving goods for resale, which includes data entry and inventory management.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of basic math, Microsoft Excel, data entry, and communication skills.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, walking, and lifting up to 50 pounds.

Ability to see information in print and/or electronically and distinguish colors.

Date: 8/19/2019

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