

June 2, 2011

Bookstore Coordinator

Position Summary:

The Coordinator supports the day-to-day operations of the University's bookstore by providing responsive customer service and effective in-store merchandising designed to meet customer needs and enhance profitability. The Coordinator handles purchasing, inventory control, sales and returns, vendor relations, cash management, and related reporting. The Coordinator may supervise customer service staff and/or students, as required.

Characteristic Duties:

- Manages bookstore operations, including purchasing of books and supplies, special orders, receiving and shipping, and return of overstocked or defective merchandise.
- Oversees sales receipt deposits and authorizes the payment of vendor invoices, in conjunction with the Financial Services department.
- Works with staff, faculty and vendors to acquire and assure availability of text books, class supplies for students, King's clothing and other promotional goods.
- Oversees maintenance of stock, displays, signs, and inventory; manages year end inventory.
- Supervises student staff members which typically includes hiring, evaluation, training, work allocation, and problem resolution.
- Performs other job-related duties as assigned.

Qualifications:

- Some post secondary education in marketing, retailing or other related field required.
- Minimum experience of 2 years related experience, including supervision of staff
- Knowledge of and proficiency in retail floor merchandising, textbook and school supply vendors, supplies, equipment, inventory control and purchasing procedures.
- Proficiency in use of computer financial systems, including word processing and spreadsheet applications
- Strong communication and interpersonal skills required.
- Respect for the nature of the University and a willingness to promote its mission

A condition of employment is assent to the University College's Christian Statement of Faith. Interested parties should forward their resume by **June 17, 2011** to:

Human Resources
The King's University College
9125 – 50 Street, Edmonton, AB T6B 2H3
Fax: 465-3534
E-mail: humanresources@kingsu.ca.

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