

# California State University, Fresno Association, Inc.

## ASSISTANT MERCHANDISE BUYER – KENNEL BOOKSTORE

JOB ANNOUNCEMENT #18-931

<b>POSITION SUMMARY:</b>	<b>Assistant Merchandise Buyer</b> for the Kennel Bookstore with the California State University, Fresno Association, Inc. Under the direction of the Merchandise Buyer, assists in purchasing, inventory management, pricing, stocking, displaying and maintaining a well-stocked and attractive general merchandise department that meets the needs and wants of students, staff and faculty in terms of both product and services, while meeting the unit's fiscal goals. Work hours will typically be flexible between the hours of 8:00 a.m. to 2:00 p.m. (4-5 hour shifts), Monday through Friday, August through May with summers off. Limited to 960 hours per year.
<b>ESSENTIAL JOB FUNCTIONS:</b>	The Assistant Merchandise Buyer's duties include, but are not limited to the following: <ul style="list-style-type: none"> <li>• Work with convenience store vendors (Frito Lay, CoreMark, Hostess, Producers, Pepsi, etc.) to assure the sales floor is maintained and attended to on a daily basis.</li> <li>• Monitor items for clearance sale and discontinuation. Perform price changes as needed. Ensure items have tags reflective of the updated price changes.</li> <li>• Assist in the receiving of merchandise for assigned areas, ensuring proper flow from a purchase order-receiving-data entry-accounts payable in an effort to maintain accurate records.</li> <li>• Perform frequent inventories of non-book department merchandise.</li> <li>• Adjust and correct inventory levels as appropriate via POS system.</li> <li>• Prepare Return Authorization forms to vendors for merchandise that is damaged/defective and/or over stocked. Ensures all defective and damaged items are processed for credit.</li> <li>• Assist in the purchasing of products in various areas within the General Merchandise Department, researching the latest trends and customer demands.</li> <li>• Work with faculty for their classroom needs and with customers for special order items.</li> <li>• Assist with merchandising product on the sales floor, ensuring it is organized, clean and attractive consistent with successful retail practice.</li> <li>• Work individually and in concert with the Merchandise Buyer and Sales Floor Supervisor on visual merchandising particularly for holidays and campus events (end caps, floor displays, table displays, windows, etc.</li> <li>• Assists the sales floor team and customers with product/service information.</li> <li>• Other duties as assigned.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i> <ul style="list-style-type: none"> <li>• High school diploma or GED.</li> <li>• Two (2) years related experience in buying and merchandising.</li> </ul>
<b>SALARY/BENEFITS:</b>	\$12.00 - \$14.00 per hour, depending on experience. This is a non-benefited position.
<b>FILING DEADLINE:</b>	<b>Application review begins July 2, 2018; Open until filled.</b>
<b>TO APPLY:</b>	Please visit the Auxiliary Human Resources page on our website at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to: <p style="margin-left: 40px;">California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave.  Fresno, CA 93710                      Fax: (559) 278-0988</p> E-mail completed application & resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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