

# California State University, Fresno Association, Inc.

## WEB FULFILLMENT/SHIPPING LEAD – KENNEL BOOKSTORE

JOB ANNOUNCEMENT #18-941

<b>POSITION SUMMARY:</b>	<b>Web Fulfillment/Shipping Lead for the Kennel Bookstore through the California State University, Fresno Association, Inc.</b> Under the direct supervision of the Course Materials Manager, the Course Materials Shipping/Receiving/Web Fulfillment Lead is responsible for assisting with the daily functions of the course materials shipping/receiving area and web fulfillment processing. This includes the shipping and receiving of all course materials, training and overseeing employees, and the continued growth development and analyzing of web-sales and assisting with buyback on a semester ending basis. The work schedule will need to be flexible depending on the time of year. During the first two weeks of school, the schedule will likely be an early shift, i.e. 6:30-10:30 am. During the semester the schedule will vary between 8:00-5:00 pm. Limited to 960 hours per year.
<b>ESSENTIAL JOB FUNCTIONS:</b>	The Web Fulfillment/Shipping Lead's duties include, but are not limited to the following: <ul style="list-style-type: none"> <li>• Trains and leads textbook receiving and web fulfillment employees.</li> <li>• Works to ensure payroll is monitored and costs are kept to a minimum based on business needs.</li> <li>• Maintains shipments log, capturing all activity into and out of the Course Materials department.</li> <li>• Creates receiving documents and matches them to an invoice/packing list and to the merchandise; notifies the appropriate buyer of any discrepancies or problems.</li> <li>• Distributes merchandise to the correct location(s) on the sales floor and verifies accuracy of the shelf price before shelving the books.</li> <li>• Works closely with the Course Material team and assists in the general set-up and appearance of the sales floor.</li> <li>• Prepares books for return to vendors, ensuring against damage to merchandise and adhering to each vendor's guidelines.</li> <li>• Processes books from buyback by either preparing the books for resale in the bookstore or for sale to used book vendors.</li> <li>• Responsible for all web fulfillment Internet orders ensuring fulfillment is completed accurately and timely. This encompasses the listing of course materials on the appropriate websites, customer correspondence, shipping, logging the Internet orders, and follow up.</li> <li>• Assist in the overall buyback process where needed.</li> <li>• Ability to work over-time, evenings and weekends when directed.</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>• Six (6) months experience in a similar position.</li> </ul>
<b>COMPENSATION:</b>	\$12.00 - \$14.00 per hour, depending on experience. This is a non-benefited position.
<b>FILING DEADLINE:</b>	<b>Application review begins immediately; Open until filled.</b>
<b>TO APPLY:</b>	<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:</b>  California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. Fresno, CA 93710                      Fax: (559) 278-0988  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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