Cabrillo College

MERCHANDISE BUYER

DEFINITION

Under general supervision, orders instructional supplies, gift items and other merchandise to be sold in the College bookstore; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This single position, specialized class acquires all merchandise other than textbooks for sale in the campus bookstore. This class is distinguished from Text Buyer in that the latter orders all new and used books to be sold in the bookstore, using a computerized acquisition system.

EXAMPLES OF DUTIES (Illustrative Only)

- Confers with administrative staff, reviews prior sales records, attends trade shows, reviews catalogues and recommends type, quality and amount of merchandise other than textbooks to be sold in the College bookstore
- Develops a master calendar for the acquisition of such materials, based upon anticipated needs and available monies
- Develops sources of supply and orders merchandise accordingly
- Follows-up and expedites orders to ensure timely deliver
- Reviews invoices and approves for payment
- Works with vendors and suppliers’ representatives to resolve billing and delivery problems
- Develops and maintains an inventory control system, taking into account sales, shortages, returns and mark-downs
- Directs and participates in periodic inventories of merchandise in stock
- Directs and coordinates the work of regular and student assistants stocking and selling on the retail sales floor
- Resolves difficult customer service problems and complaints
- Maintains records and files
- Prepares periodic and special reports related to work performed
- May assist with textbook buying or serve on the sales floor
- May open and/or close and secure the bookstore
- May act as the Bookstore Manager on a relief basis
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Purchasing principles and practices
- Retail merchandising, display and sales principles and methods
- Inventory control principles and techniques
- Basic budgeting principles
- Basic business data processing principles
QUALIFICATIONS (continued)

Knowledge of: (continued)

- Office practices, including filing, record keeping and the operation of standard office equipment
- Business mathematics
- Correct English usage

Skill in:

- Buying wisely with regard to quantity and price
- Analyzing problems, evaluating alternatives and making creative recommendations
- Exercising sound judgment within policy and procedural guidelines
- Organizing work, setting priorities and directing the work of others
- Maintaining accurate records and files
- Preparing clear and concise correspondence, reports and other written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Typing or operating a keyboard with sufficient speed and accuracy to enter data into a computer system

Other Requirements:

- Must be able to work weekends or off-hours shifts during specified times of the school year, depending upon bookstore retail hours

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and two years of purchasing and/or stores and inventory control experience, preferably in a retail setting. Some college-level coursework in an appropriate field is desirable.