

Scanning Coordinator

Reports to: Store Manager and Assistant Manager

Classification: Non-Exempt / Hourly

Date: 7/6/21

JOB SUMMARY: To provide the best customer service and maximize sales through efficient execution of Company procedures. Scanning Coordinators are responsible for store level pricing, aisle verification, inventory control, ad verification and signage throughout the store.

ESSENTIAL FUNCTIONS:

1. Helping customers locate merchandise in multiple departments and informing customer of product knowledge that may be helpful. Greet all customers within 10 feet.
2. Must be at least 18 years old.
3. Operating a handheld telxon to verify our merchandise is correctly priced and to report items that will not scan or not on file. This includes current price changes.
4. Removing damaged merchandise from floor as needed, which includes inventory adjustments of broken, stolen or buy back merchandise to help keep store inventories accurate.
4. Follow company guidelines for department merchandising and setting store ads to make sure proper signage and accurate pricing is available to our customers.
5. Operate cash register, help with merchandise carry outs and assist with overall customer service.
6. On a monthly basis identifying merchandise that is discontinued.
7. Ensuring a safe and clean work environment, while following loss prevention and safety procedures.
8. Performs cycle counts assigned to the store and count corrections on negative inventory.
9. Communicating with Customers, Management and all store employees. Attends store and job – related meetings.
10. Following all applicable Company, local, state and federal guidelines.
11. Reviews the exception report daily with the Store Manager or Assistant Manager.
12. Must be able to work evenings, weekends and holidays.
13. Orders store & warehouse supplies monthly.
14. Required job training available on our Outfitters website.

ADDITIONAL RESPONSIBILITIES:

Completes special projects directed by management and additional responsibilities may be assigned throughout the store at any given time.

MINIMUM REQUIREMENTS OF TRAINING AND EXPERIENCE:

1. Minimum Age requirement is 18 years old and must possess great customer service and communication skills.