

BOOKSTORE MANAGER (S.W.G.C.)**NATURE OF WORK**

This is limited administrative work in the management and operation of the Sir Wilfred Grenfell College Bookstore.

Work involves the management of a bookstore with textbooks, stationery and a variety of student school supplies and sundries. The employee supervises a small clerical staff in retail sales work and in the maintenance of inventory and financial records. Work involves limited responsibility for determining textbook and supply needs and for performing promotional and advertising work. The employee exercises some discretion and judgement within established policies and procedures and works under the general direction of an administrative superior. The employee is expected to execute assignments with little direct supervision. Work is reviewed through conferences, reports, and observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Confers with faculty members to adjust textbook requisition on the basis of overall student enrolment, specific course enrolment, past sales records, stock on hand and availability of titles and editions.

Selects and requisitions fixed quantities of general fiction and non-fiction books, stationery, clothing, records, special greeting cards, notebooks and other school supplies and consumer items; places special orders for books at the request of patrons.

May select and order fiction and non-fiction trade books as well as consumer items on the basis of author or brand of popularity, knowledge of publishing houses or manufacturers, and evaluation of public and student likes and dislikes.

Trains, supervises and participates with assigned employees in the routine aspects of retail sales work such as locating and selling books and supplies; arranges for the return of unused and damaged books to publishers.

Receives and prices books according to standard practices and arranges and shelves books for sale; receives and prices stationery and other bookstore supplies.

Maintains a file of dealer's discounts and other purchasing information and conducts market price studies; interviews salesmen.

Keeps operating records of invoices, requisitions, and inventory; prepares sales reports; maintains files of text book requirements by course.

Prepares store decorations and displays; conducts periodic inventories.

Maintains good relations with students and faculty.

Performs related work as required.

REQUIREMENTS OF WORK

Experience in retail book sales work, preferably including some supervisory experience; graduation from high school, preferably supplemented by courses in merchandising or a related field; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the principles and practices of retail merchandising and buying.

Knowledge of the maintenance of sales and inventory records.

Knowledge of book order procedures, book markets, book trade practices, publishers and discounts.

Some knowledge of advertising and promotion.

Ability to estimate sales of textbooks on the basis of such criteria as enrolments in specific courses, past sales records, and stock on hand.

Ability to train and supervise subordinates engaged in retail sales work.

Ability to maintain effective and harmonious working relationship with employees and patrons of the bookstore.

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1984.09.11

Confirmed: 2004.01.05