

## **ASSISTANT BOOKSTORE MANAGER**

### **GENERAL STATEMENT:**

Assists the bookstore manager in the operations of the college bookstore.

### **REPORTS TO:**

Bookstore Manager

### **OCCUPATIONAL GROUP:**

Paraprofessional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Associate degree in Business Administration or related area required; Bachelor's degree preferred.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two (2) years work experience in retail; retail management preferred.

#### **OTHER:**

Knowledge of and experience in Microsoft and Excel programs required; Interpersonal skills.

### **DUTIES AND RESPONSIBILITIES:**

- Maintain up-to-date inventory.
- Assist in the purchasing of merchandise for all campus bookstores.
- Assist in the record keeping of purchases, invoices, accounts payables, sales, cash reports and accounts receivables.
- Assist in the analyzing of sales, cost of goods sold and profit margins.
- Maintain merchandise displays.
- Oversee distance education book/supply orders, processes, etc.
- Assist in maintaining good public relations with students, faculty, staff and work closely with other TVCC campus bookstores.
- Assist with the development, implementation and evaluation of bookstore goals and objectives.
- Perform cashier duties as needed.
- Supervise work-study students.
- Perform clerical duties as needed for the bookstore.
- Responsible for supervision of bookstore personnel when manager is away.
- Other duties as assigned by the bookstore manager or other appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

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*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

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*Employee's Signature*

\_\_\_\_\_  
*Date*

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*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 08/08/06 Revised: 03/5/07*

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