



## **Inventory and Pricing Coordinator**

### **Position Description**

#### **I. JOB SUMMARY:**

- This position is responsible for monitoring and maintaining prices, inventory, invoices, promotions, and register, and tag changes for each store.

#### **II. ESSENTIAL FUNCTIONS:**

- Assists peers in preparing for closings making sure invoices are posted and entered.
- Receive all itemized invoices for 10 stores, except for beer, liquor, cigarettes and tobacco.
- For all invoices noted above, checks all costs and sets prices for each store.
- Sets and/or changes prices in Red River system to SMRP for Holiday Wholesale items.
- Enters new products with correct cost, retail price, vendor and inventory category.
- Trouble shoots and answers questions for store managers on pricing, new products, and inventory issues.
- Requests new tags for store pricing when changes are made in Red River software.
- Accessible as the middle person between stores that request new tags for Holiday Wholesale, Inc. to print out per store. In charge of double checking if the correct store price is approved in Red River software so that it scans as the correct price at the registers.
- Assists with performing in-store inventories using the Red River scanners and counting all store product if necessary.
- Any other associated function required to complete the tasks assigned by the Manager.

#### **III. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Basic PC skills and software capabilities.
- Understanding of Red River Software.
- Understanding of electronic movement, storage, and data manipulation.
- Good interpersonal skills in dealing with managers, vendors, and peers.
- Retail background with inventories and product pricing.
- Basic accounting skills, through journal entries, postings, invoices, and account balancing.
- Minimum education would be a high school diploma.
- Must be proficient with numbers and financial documents.