

# Receiving & Pricing Clerk

## **PRIMARY OBJECTIVE:**

To coordinate the receiving of D.S.D. vendors to make sure the costs- retails and gross margins are correct and we receive what we are paying for, the case count we have on our print out should be the same as the vendor's invoice. You also are responsible for printing shelf tags and signage for the different AD's and all displays on the sales floor.

## **NATURE AND SCOPE:**

The primary emphasis in this position is an effective coordinator of D.S.D deals, this includes all price changes, new items, and deals being done on a weekly basis. All products brought in by vendor's needs to be scanned and their invoices need to balance with the stores printout of costs and case count.

Also included in this position but not limited are: Scanning all product brought into or returned from the vendor, making sure that the vendors invoice and the stores print out balance and also case count. The gross margins are in the range provided in the receiving office, make sure that the product brought into the store matches what is on the invoice. Make sure that all damaged and stale items are to be taken care of daily (credit to be issued before their next delivery date to the store) Keep all boxes that are being taken out of the store flattened and empty (this is to be checked by receiving clerk). Make sure that the soda vendors take out empty shells that same day product is delivered. Make sure that the beer vendors take out empty ¼ and ½ barrels when they are delivered. Keep the soda vendor, cigarette totes, and R-claim records recorded accurately. Keep the receiving area clean, swept, and organized. The receiving clerk is also to print out shelf labels, and print signage for ads and displays.

## **ESSENTIAL POSITION FUNCTIONS:**

1. Performs implementation of price changes
  - A. Ensures that prices are correct and that they go into effect in a timely and consistent manner
  - B. Communicates and resolves price discrepancies and scan error forms with department heads, Pricing Coordinator, and vendors.
  - C. Makes and /or enters changes in computer system, shelf tags, signage for sales floor, and necessary paperwork.
2. Conducts display, competitive, price breaks, ad, coupon and in-store deal price changes
  - A. Verifies for accuracy, verifies proper price on shelf and display, returns shelf and display to regular price, updates computer files on PC and completes necessary paperwork
3. Ensures new items are priced accurately and all necessary data is entered in to computer files
  - A. Ensures that new items are flagged for tax, food stamps and ensures accurate description and department
  - B. Communicates effectively with all vendors
  - C.
4. Follows proper signing and stickering policy

04/27/06

5. Responds to price check calls in a timely and consistent manner
6. Verifies prices on an ongoing basis using verification equipment and audits
7. Follows all store and department policies and procedures

**ADDITIONAL POSITION FUNCTIONS:**

8. Assists in the guidance and training of new pricing associates

**FUNCTIONAL REQUIREMENTS**

Physical – equipment operation (P.C./P.O.S. terminal, verification unit), walking, climbing ladders

Mental – social skills/verbal interaction, memorization, writing, math, reading