Position: Office Coordinator and Buyer
20 hours, 11.5 Months

Reports To: Campus Store Director

Job Statement:
The job of the Office Coordinator and Buyer is to perform financial functions for the Campus Store as well as research, select, purchase, receive, and display products in the areas outlined below. The position also requires assistance, as needed, with the overall daily operations of the Campus Store.

Essential Functions & Responsibilities

Office & Financial Functions
- Reconciles cash register drawers and prepares daily deposits
- Processes invoices and credit memos
- Maintains electronic filing of invoices, credit memos, and credit card reconciliations
- Processes check requests and miscellaneous financial documents
- Performs routine banking responsibilities and communicates with the bank as needed
- Performs office duties including, but not limited to, answering the telephone and processing mail
- Acts as a liaison between the Campus Store and the Accounting office
- Manages petty cash and receipts

General Operations
- Manages general merchandise inventory including, but not limited to, selection, purchasing, receiving, returning, merchandising, designing signage, sales promotions, and general maintenance of the following areas:
  - Health & Beauty
  - Food
  - Candy
  - Beverages
  - Dairy
  - Dorm supplies
  - Fitness
  - Games
  - Plush
  - Consignment Merchandise
- Engages in product research and price comparison
- Coordinates with vendors and creates online accounts as needed for online purchases
- Travels on shopping trips approximately once a month
- Assists with general retail responsibilities as needed: including operating the cash register, assembling displays, stocking inventory, and assisting with promotions and events
- Assists with customer service inquiries
- Opens and closes the Campus Store when necessary
- Leads and make decisions when necessary
- May occasionally attend training and conferences
Preferred Qualifications:

Skills Required:
- Proficient in the use of the Microsoft Office Suite
- Proficient in the use of the internet for researching products
- Ability to learn and adapt to new technology quickly
- Ability to multi-task
- Ability to pay close attention to details
- Organization
- Ability to interact well with multiple levels of people including faculty, staff, students, and vendors

Professional
- High school degree or GED
- Experience with computers, ordering online, and the use of a database
- Experience in retail

Personal
- Christian integrity and character
- Trustworthy
- Highly self-motivated, enthusiastic, and disciplined
- Exemplary interpersonal communication skills
- Ability to adapt to change
- Ability to work as part of a team

Job Specifications and Requirements:
- Individual must be willing to work occasional evenings (generally once every other week) and Saturdays (generally once a month)
- Individual must have a valid driver’s license to go on shopping trips
- Ability to lift at least 35 pounds several times a month (for lifting bags, boxes, and tubs while shopping or receiving items ordered)
- Availability during annual inventory (end of May/beginning of June)

To apply please send a cover letter, resume, three references, and statement of Christian commitment to:

Human Resources Department
Houghton College
Houghton, NY 14744
jobs@houghton.edu

(Application materials preferred via email)