

POSITION OPEN

Date: January 2010

Department: Apparel

Position: Manager, full-time salaried exempt

Start Date: August 2010

Key Responsibilities

- Provide operational leadership to meet the company goals; recommend improvements to meet planned profitability.
- Establish department goals and communicate performance expectations effectively; work with Human Resources in the selection, training, and development of subordinates.
- Delegate responsibilities and monitor the performance of buyers, supervisors, sales associates, stock clerks, and cashiers, taking overall responsibility for all decisions and results.
- Maintain a firm commitment by all staff to quality customer service at all stores and concession locations, online, by mail, and over the telephone.
- Develop skillful product buying and marketing systems; create a strong team of buyers and supervisors to maximize and retain valuable resources.
- Work with the buyers, supervisors, and Marketing Coordinator to develop new sales programs, product lines, and sales opportunities.
- Work with the Facilities Coordinator and staff to design, develop and maintain sales floors, fixtures, display units, storage areas, and work areas.

Minimum Qualifications

- BA/BS degree from an accredited college or university
- 5 years experience as an apparel buyer, sales associate, merchandiser
- 5 years experience in management of overall apparel retail operations

Physical Demands

Use a computer keyboard, read a computer screen, use a telephone, use standard office equipment to copy, transmit and/or process documents, lift 25 pounds; fold and package merchandise, move wheeled carts and fixtures, use hand trucks, drive to store locations within a 100 mile radius.

Apply . . .

Submit detailed letter of application and resume to
Human Resources Manager
OSU Bookstore, Inc.
PO Box 489
Corvallis, OR 97339.