



---

## JOB DESCRIPTION

**JOB TITLE:** PART TIME PRICING/RECEIVING COORDINATOR

**REPORTS TO:** CM RETAIL PROGRAMS ADMINISTRATOR

**CLASSIFICATION:** NON-EXEMPT

**PAY GRADE:** GRADE 4 (STARTING AT \$12.44)

**POST DATE:**

**CLOSING DATE:** OPEN UNTIL FILLED

---

**SUMMARY/OBJECTIVE:** OVERSEE THE INTAKE OF MERCHANDISE, VERIFY ACCURACY OF THE SHIPMENTS AND PARTICIPATES IN THE INVENTORY PROCESS. ENSURES THAT PRICING FOR ALL PRODUCTS WITHIN THE ORGANIZATION IS ACCURATE AND CORRECTLY REFLECTS THE PRICING LISTS ADMINISTERED BY THE ORGANIZATION. WILL BE RESPONSIBLE FOR COST VALUES, MARGIN MANAGEMENT AND CATEGORIZATION OF PRODUCTS. MONITOR AND DISTRIBUTE PRICING, SALES AND MARKDOWN SIGNAGE.

**ESSENTIAL FUNCTIONS:** Specific duties include, but are not limited, to the following:

- Ensures proper product handling to control shrinkage and waste.
- Manage proper preparation of the store for physical inventory.
- Ensures proper markup of prices for all items to ensure accuracy.
- Initiate price changes and ensure that all items are accurately marked and signs and shelf tags for products are updated promptly.
- Ensure an adequate process is in place for checking and receiving deliveries into the POC system with F.M. equipment and packaging slips.
- Verify invoices against packaging slips.
- Verify invoices against weekly promotional plans to assure accurate allowances.
- Assist with invoicing and pricing with attention to detail.
- Conduct price checks for cashiers for unmarked items.
- Maintain digital inventory and its numerous filter of categories, costs, promotions and etc.
- Perform all other duties as assigned.

**EXPECTATIONS/ABILITIES:**

- Above average writing, analytical and problem-solving skills.
- Knowledge of principles and practices of organization, planning, records management and general administration.
- Ability to communicate effectively both oral and written messaging to internal and external customers and organization's vendors.
- Adaptability
- Prioritizing
- Information gathering and information monitoring.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, calculators, copiers, fax machines, laminators.
- Must balance multiple tasks and deadlines effectively and accurately.

LDF Business Development Corporation  
14284 HWY 70W  
PO Box 155  
Lac du Flambeau, WI 54538  
Phone: 715.388.0502 Fax: 866.423.6104



- Ability and understanding to provide support in needs of customer service, that may include assisting customers with product location, point of sale assistance and other limited needs for the customer.
- Comply with and consistently execute the specific 'Fundamentals of Customer Service' when engaging with customers.

**SUPERVISORY RESPONSIBILITY:** This position has no supervisory responsibility.

**WORK ENVIRONMENT:** This job operates in a retail setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Be able to learn and accurately use wireless pricing and inventory equipment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear, standing, bending over, lifting or operating office equipment. Extended periods of time walking and standing at any given time of the facility's sales floor.

**POSITION TYPE/EXPECTED HOURS OF WORK:** This is a part time position up to 30 hours per week. Days of work vary Sunday through Saturday, during hours of operation from 7:00am - 11:30pm. Must be able to work flexible hours including mornings, evenings, weekends and holidays.

**TRAVEL:** No travel is expected for this position.

**REQUIRED EDUCATION AND EXPERIENCE:** High school diploma or equivalent is required. Previous experience with Microsoft Office, Adobe and Point of Sale Software. One-year minimum of retail experience is required.

**PREFERRED EDUCATION AND EXPERIENCE:** Associates degree in Business Management, Marketing, Finance, or other related field is preferred.

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**CORPORATION STANDARDS:** The foundation of success is found in meeting the following LDF Country Market expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations

LDF Business Development Corporation  
14284 HWY 70W  
PO Box 155  
Lac du Flambeau, WI 54538  
Phone: 715.388.0502 Fax: 866.423.6104



- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

The LDF Country Market is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen with random screening thereafter.

**EEO STATEMENT:** LDF Country Market provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

LDF Business Development Corporation  
14284 HWY 70W  
PO Box 155  
Lac du Flambeau, WI 54538  
Phone: 715.388.0502 Fax: 866.423.6104