

## JOB DESCRIPTION

<b>Job Title</b>	Scanning Coordinator	<b>Department</b>	Front Office
<b>FLSA Status</b>	Non-Exempt	<b>Reports To</b>	Store Manager
	<input checked="" type="checkbox"/> Fulltime <input type="checkbox"/> Part-time	<b>Hours</b>	40
<b>Date Created</b>		<b>Approved</b>	

**Primary Functions:** The Scanning Coordinator is responsible for maintaining overall price integrity in the store.

### Essential Functions

- Maintains compliance with company policies and procedures with respect to department operations and quality to ensure compliance with federal, state, local, OSHA safety and sanitation regulations and COOL.
- Provides prompt and friendly customer service and maintains a positive work environment.
- Checks for any price updates from office, verifies, and changes as needed.
- Monitors sales events for accuracy in scanning and signage; maintains current knowledge of weekly ad items and ensures pricing integrity.
- Performs scan audits according to schedule, keeping a clean and organized scan office.
- Check dates of all sales price tags to determine the accuracy of prices.
- Conducts a total sign program that informs the customers of our pricing integrity, quickly and accurately making signs as needed.
- Verifies weekly ad and promotional price accuracy.
- Promotes 100% scan accuracy program and researches discrepancies making corrections promptly.
- Works closely with front end cashiers and supervisors regarding scan accuracy.
- Distributes discontinued sheets and upcoming specials to appropriate personnel.
- Establishes and maintains communication with Cashiers to ensure a smooth transition of products being delivered.
- Informs management of any problem areas in pricing or signs throughout the store.
- Any other duties as assigned.

### Competencies

The Scanning Coordinator must be self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have good communication skills, and interface well with management, co-workers, and the public. The Scanning Coordinator must have the ability to work in fast-paced environment and have good judgement. Must have knowledge of accounting principles and billing processes and strong analytical skills. Must have strong knowledge in math, pricing, and technology.

### Education and Experience

High School Diploma or equivalent  
 1+ years' experience preferred  
 Microsoft Office and scanning system proficiency

### Physical Requirements

Ability to be in a stationary position and/or move about for various intervals  
 Ability to utilize the phone (requiring auditory and verbal senses)  
 Ability to utilize computer for various intervals (requiring finger dexterity/visual acuity)  
 Ability to lift up to 25 lbs.  
 Regular and predictable attendance

### Disclaimer

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.*