
Scan Clerk Position

Job Description

Job Description:

- Online Shopping Preparations
- Scan Verification
- Tag/Sign Maintenance
- Maintain pricing integrity on the sales floor by ensuring that all items are properly signed, tagged and scanned correctly
- Perform weekly aisle Scanning audits to ensure accuracy of pricing file
- Work w/cellular phone device for photo uploads
- Audit photo integrity weekly
- Perform all duties in accordance with Local, State and Federal regulations as they pertain to Scanning operation
- Requires regular and predictable attendance
- Check prices and be knowledgeable about location of items in store

Competencies:

The Scan Clerk 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 Clerk must have the ability to work in fast-paced environment and have good judgement. Knowledge in technology will be helpful in this position.

Hours: Work will be performed primarily during the weekdays

Education and Experience

High School Diploma or equivalent

1+ years' experience preferred

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.

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.

Job Type: Part-time