

JOB POSTING – POS SPECIALIST

JOB SUMMARY:

Incumbent will be responsible ensuring accuracy of cost, price and margin. Ensuring stated and/or advertised price matches data represented in Point of Sale system. Incumbent will be assigned several departments within the store. The Clerk is responsible for promoting sales within assigned department, answering our customers' questions, responding to customer requests for products, and accurately placing special orders. This role practices safe food handling procedures, keeping work area clean, orderly and free from safety hazards.

ESSENTIAL FUNCTIONS:

- Offer excellent customer service by accurate pricing, increases and decreases;
- Ensure sale and signage is accurate and precise;
- Manage scanning policies and procedures;
- Document new items, sales and price changes;
- Ensure stocking of store on signing supplies;
- Track invalid UPC issues;
- Extend second level of POS Support;
- Diagnose and resolve PC problems from software bugs to hardware malfunctions;
- Automate software restoration and data recovery process;
- Troubleshoot with associates;
- Ensure completion of task list and problems are attended to in Supervisor's absence;
- Produce and insure prompt placement of new shelf tags for permanent price changes and other identifier changes;
- Spot check shelf tags throughout the store on a rotation basis;
- Research and correct any discrepancies between shelf tags and scanner prices;
- Cross train with other clerks to perform that position as needed;
- Commit daily Invoices to Point of Sales System;

- Regular and routine communication with Merchandising Manager and Controller regarding ongoing promotions, questions, and concerns;
- Produce reports and records for effective decision making, accurate financial reports and precise inventory; and
- Handle operational functions of polling store data.