

**The Westminster Schools**  
**Campus Store Manager**  
**Job Description**

**SUMMARY**

The Campus Store Manager plans, organizes, and supervises store operations to meet profitability and school mission objectives. This position will be responsible for all aspects of the Campus Store including, but not limited to, buying, merchandising, visual displays, inventory and sales management, financial controls, and budget management. The Campus Store Manager is a full-time position reporting to the Controller.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Select new products for store inventory, negotiate pricing with suppliers, and manage inventory stock and purchase quantities.
- Research and recommend strategic partnerships for textbook sales.
- Establish an online store presence.
- Establish and maintain policies and procedures to address operational and long-term goals, including cash handling, pricing standards, loss prevention, book buyback, and customer relations.
- Research and recommend programs, policies, and procedures to improve the effectiveness and efficiency of the campus store function, including new software, internal controls, new electronic payment technologies, and customer service.
- Oversee and participate in the fiscal year-end physical inventory. Provide Business Office with supporting documentation necessary for financial statement audit.
- Manage the store's spending and monitor budget information. Work collaboratively with Business Office to prepare the annual budget request and projections.
- Coordinate with faculty and staff to ensure availability of necessary books and supplies. Research products and negotiate pricing, quality, and delivery.
- Develop and implement retailing policies including pricing, sales, margins, and product mix, while maintaining a priority of serving the needs of students, faculty, and staff.
- Maintain operating and accounting records, including daily cash reconciliation, sales and inventory reports, invoice approvals, and customer returns/refunds.
- Coordinate store activities with other departments and groups within the School.
- Perform a variety of bookkeeping/accounting tasks: maintain shipping and receiving log; code and support purchasing card transactions; reconcile FedEx billing; process check requisitions; reconcile POS monthly reports to monthly General Ledger reports; and so forth.
- Supervise and assist as necessary with cash register operations and general customer service.
- Attend trade shows and keep abreast of current developments in college and independent school store operations.

### **ABOUT THE WESTMINSTER SCHOOLS:**

The Westminster Schools is a Christian, independent day school for boys and girls in grades K-12 located in Atlanta, GA. Serving more than 1,800 students, Westminster seeks to develop the whole person for college and for life through excellent education. The School is ranked 1<sup>st</sup> among private schools in Georgia and 36<sup>th</sup> in the nation, according to Niche rankings.

From its founding in 1951, Westminster has been steadfastly committed to the highest standards of education. A Westminster education aspires to cultivate each student's distinctive God-given talents: to inform the mind, to develop the body, and to enlighten the spirit. Additional information can be found at [www.westminster.net](http://www.westminster.net).

### **QUALIFICATIONS AND REQUIRED SKILLS**

- A minimum of four years of relevant retail experience as a store manager, buyer, or visual space manager in a college or independent school store, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Excellent customer relation skills and ability to deal effectively with a wide variety of store clientele (faculty, staff, students, parents, alumni) and various outside vendors and organizations.
- Experience in managing budgets and inventory quantity.
- Knowledge of retail operating principles, practices and procedures, including those of cashiering, marketing, and inventory maintenance and control.
- Shrewd business sense and a well-developed commercial awareness.
- Bachelors degree in business, accounting, retail management, marketing or other appropriate discipline is preferred.
- Highly developed problem-solving skills and demonstrated analytical and strategic thinking capabilities.
- Ability to prioritize workload and work under pressure with competing deadlines.
- Technologically savvy with experience working with varying software programs and online platforms.
  
- **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand; walk and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - While performing the duties of this Job, the noise level in the work environment is usually moderate.

#### NOTE

- This is a full-time, year-round position. In addition to a meaningful and engaging place to work, Westminster provides a rich compensation package inclusive of the following benefits: medical/health, dental, life, long-term disability, 403(b) retirement program, and paid time off. Salary is commensurate with experience. The Westminster Schools, an Equal Opportunity Employer, is committed to the principle of equal opportunity employment. It is Westminster's policy to make all employment-related decisions for its employees and applicants in accordance with all applicable federal, state, and local laws and regulations and without regard to race, color, religion, creed, national origin, age, sex, sexual orientation, gender identity, marital status, parental status, familial status, disability, genetic information, or any other factor protected by law. This is a drug-free, smoke-free workplace.

Individuals interested in this position should send a cover letter, resume, and other pertinent information to [hr@westminster.net](mailto:hr@westminster.net).