

Support Services Supervisor
North Carolina A & T State University

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Posted Jun. 8, 2020, set to expire Oct. 8, 2020

Job Title	Support Services Supervisor
Department	Bookstore
Institution	North Carolina A & T State University Greensboro, North Carolina
Date Posted	Jun. 8, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

The store manager is responsible for recruiting, hiring and training staff. Responsible for outstanding good customer service by ensuring timely availability and delivery of goods, appropriate pricing and packaging and resolution of customer complaints. Will establish and maintain systems and procedures for the ordering, receiving, storing and merchandising of convenience store products. You will assist in the store's forecast trends and accounting. Manages cash per university policy, control expenses, prepares the budget, maintains inventory level and monitors inventory shortages. Maintains all store records and other relevant documents per university guidelines. This position will be responsible for appropriate sanitation and safety.

Contact Information



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Contact

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