



JOB DESCRIPTION

Price Accuracy Coordinator

REPORTS TO: Store Operator

JOB FUNCTION: Perform the primary responsibility of efficient and accurate checking of all Price Accuracy Coordinator (PAC) procedures. Perform other functions as required in an efficient manner within company policy.

DUTIES AND RESPONSIBILITIES:

1. Greet all customers and provide them with prompt and courteous service.
2. Observe all store rules and company policies.
3. Maintain a neat, well-groomed appearance at all times and observe company dress regulations.
4. Observe shift-operating hours at all times as scheduled by department manager.
5. Communicate promptly to the store manager any problems or situations which may affect the integrity of the store or vendor.
6. Check merchandise and supply deliveries for accuracy, verifying quantities received match vendor invoices, along with retail prices, costs, and allowances.
7. Contribute to the profitability of the retail operation by receiving, handling, and helping manage the inventory of merchandise and supplies in a timely and organized manner.
8. Receive all merchandise and process all credits according to company procedures.
9. Manage price changes daily by confirming host price import, manually entering price changes, preparing signs, tags, and batching necessary changes to the POS system.
10. Replace any missing or incorrect signs and price tags.
11. Hang and/or remove Ad signs and signage related to the advertised items at the end of the Ad period, in a timely manner.
12. Ability to work independently, methodically, and thoroughly and pay attention to detail.
13. Complete reports as requested by management.
14. Conduct price audits and direct-store-delivery audits as requested.
15. Take products to applicable storage and/or work area.
16. Comply with safety policies and procedures.
17. Maintain general housekeeping and sanitation standards in compliance with store policy.



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18. Observe security standards by staying alert and being aware of vendor actions and behavior and the unauthorized presence of customers or sales representatives in the receiving area.
19. Observe strict confidentiality of all company records.
20. Able to read, write, hear, and speak the English language. Follow written and verbal instructions.
21. Basic understanding of Microsoft Windows needed. Able to add, subtract, multiply, and divide and being proficient with a calculator. Able to calculate figures and amounts such as discounts, gross margins, etc.
22. Able to unload, transport, and place heavy material weighing up to 100 pounds.
23. Able to push or pull wheeled vehicles weighing up to 1000 pounds.
24. Ability to use a wide range of equipment and machines including power jacks, pricing units (computerized handhelds) cardboard bailers, trash compactors, and forklifts (certification may be required).
25. Perform other duties and assignments as directed by management.

Employee Signature

Date