



12004 Cherry Hill Road, Silver Spring, MD 20904 | www.livingwellabc.com | April 20, 2021

Job Description – Book Buyer

Reports to: Retail Manager | Full-Time Position

Main Duties and Responsibilities

- Planning***
- Attends off-site training and shows as requested by management.
 - Attends in-house buyers meetings.
 - Reads industry journals and researches new product offerings.
 - Visits competing stores regularly for ideas in merchandising, pricing, and new product.
 - Maintains current knowledge of industry trends, growth, stagnant sales areas, sales methods, etc.
- Purchasing***
- Sources merchandise that is compatible with the mission and values of the Adventist Church.
 - Achieves optimum gross margin on items purchased.
 - Reviews vendor performance regularly (timely deliveries, margin, quality, return policies, comparable pricing).
 - Selects new vendors/distributors with care.
 - Utilizes purchase orders and maintains organized purchase records.
 - Reviews stock-on-hand and sales history prior to purchase.
 - Manages department to maintain high inventory turnover and reduce stale merchandise.
- Receiving***
- Supervises receiving of books and bibles.
 - Rejects delivery of product without purchase order, out-of-date, or not in compliance with purchasing standards.
 - Ensures prices are updated promptly in point-of-sale system and on shelf stickers.
- Stocking***
- Supervises stocking of books and bibles.
 - Ensures prompt stocking of incoming product.
 - Arranges for new product to be prominently displayed by location and with signage.
 - Rotates product on special feature tables/end caps/prime locations.
 - Ensures book department is clean, organized, and well-merchandised.

Main Duties and Responsibilities - cont.

Ministry-focus

- Maintains customer-focused ministry as priority.
- Meets customers' needs.
- Searches for new methods to reach out to customers.
- Takes time to get acquainted with individual customers.
- Offers to special order products which are compatible with the mission and values of the Adventist Church.
- Upholds the core values of LivingWell.

Team-building

- Contributes in a positive way to department managers' team.
- Views book department as an integral part of overall store's ministry focus and outreach.
- Strives to train, teach, and build-up book department staff.
- Looks for opportunities to help other departments.
- Works on additional projects as assigned by general manager.

Technology

- Learns and utilizes point-of-sale system for current reports on product movement, ordering, etc.
- Is willing to learn new methods of doing things and to use technology when possible to create greater efficiencies.

Qualifications required:

- Two or more years buying experience
- Supervisory experience
- College degree preferred

Knowledge, Skills and Abilities:

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|---------------------|---|
| • Self-motivated | • Ministry-focused |
| • Team player | • Communication skills (oral and written) |
| • Leadership skills | • Computer literacy and expertise |
| • Efficient | |
| • Organized | |

Note: The purpose of this document is to provide a general summary of essential responsibilities for the position and is not meant as an exhaustive list.

***For more information or to apply for the position, please contact
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