



JOB TITLE: Pricing Coordinator

REPORTS TO: General Manager

STATUS: Full-Time

PAY: Starts at \$17/hour

OVERVIEW: To ensure the integrity of the pricing within Lovettsville Market Co-op. Will work with the Department Managers to assist them with maintaining the proper margin for their respective departments. Assist in the achievement of department goals.

RESPONSIBILITIES:

- Maintain safety as the top priority in all aspects of our work, for our staff, customers, and products.
- Maintain the cost and retail price files for efficiency and profitability.
- Maintain accurate pricing data in systems and ensure consistency across channels.
- Manage the entry of new items into our POS system.
- Monitor the store on a daily basis to ensure all items have price tags and/or signage.
- Develop and document Standard Operating Procedures (SOP) for the operation.
- Develop and manage efficient processes in your department.
- Assist with inventory control and management to ensure accurate costing.
- Prepare reports for quarterly inventories.
- Assist in the ongoing development of major projects in the store.
- Perform additional duties and responsibilities as assigned by General Manager.

WORK ENVIRONMENT + IMMEDIATE EXPECTATIONS:

- Will be working regularly with all Department Managers to maintain price integrity.
- Familiarity with the store's layout, range, and location of products.
- Trained and well-versed on our POS system.
- You will be interacting with customers. It is expected that you will provide every customer with respect, ensuring that they have a positive experience.
- Occasional long shifts. Your hours will be adjusted accordingly to stay within your weekly scheduled hours.

REQUIREMENTS:

- A minimum of one (1) year experience in a retail environment preferred.
- Proficient in Microsoft Excel for data analysis and reporting purposes.
- Strong analytical skills with the ability to interpret data and make informed decisions and recommendations.
- Excellent communication and negotiation skills.
- Self-Motivated, responsible, organized, and flexible.
- Attention to detail.
- Able to remain calm under pressure.
- A friendly and positive attitude.
- Adapt to evolving needs or in response to feedback.
- Maintain composure and professionalism in the workplace.
- Communicates needed accommodations in a timely manner.
- Consistent access to reliable transportation.

Reporting to this position: No one reports directly to you, but there are times you must request specific information from Department Managers in order to assist them properly. This is a key position in the store.

LOVETTSVILLE COOPERATIVE MARKET, INC. is an equal opportunity employer and is committed to creating a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Lovettsville Cooperative Market, Inc. is also committed to compliance with all fair employment practices regarding citizenship and immigration status.