

Bedford Falls Book Fairs

Draft: 8/9/2022

Job Description - Product Coordinator

Overview

A Product Coordinator (PC) is responsible for assembling and disassembling product from the Carts, Racks, and boxed Table vehicles that are sent to and returned from a school Book Fair. They are expected to build the product vehicles as developed insuring that the product presentation is built as outlined including checking to ensure Carts and Racks are clean and in good working order.

Their duties include placing books into those designated vehicles as determined by a previously determined format provided by management as well as disassembling those vehicles as needed, returning books to their proper location on the shelves in the warehouse.

Duties & responsibilities:

1. Have good communication and organizational skills. Listens well to instructions given to them and understands the responsibilities of the job.
2. Understand basic computer skills as it pertains to scanning product bar codes for replenishment purposes.
3. Handle physically demanding movements like pushing, pulling, bending down and lifting packages.
4. Ensure that the book shelves are stocked and ready for that day's fair build.
5. Place replenishment orders before a title runs out of stock.
6. Willing to cross train in all areas of production in the warehouse.
7. Maintain a clean and safe work environment.

8. Achieve production goals as assigned.
9. Work as a team player assisting in other areas of need in the warehouse,.
10. Must be detail oriented.
11. This position reports to warehouse management.

Salary Range: \$8.00 - \$12.00

(based upon experience and prior job history)

Education:

1. High School diploma or GED.
2. Basic computer skills

Perks and Benefits:

- Medical Benefits offered to full time associates
- 2 weeks PTO after 6 months of employment
- 6 paid holidays (prorated for part time associates)
- Flexible hours
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