

# Job Description

## **Position: Scanning Coordinator**

### **Overview:**

A scanning coordinator is responsible for insuring that the company's approved retail prices match the product and /or shelf price tags in the store. They must have a working knowledge of the grocery industry, computer operation and programs, cash registers and be very detailed oriented. They verify, constantly, the shelf prices with the computer prices. Make price changes and communicate frequently with all department heads and managers in the store. They input price changes as directed, and verify pricing inquires by customers at the registers. They also verify prices against ads and store signage and monitor gross margins for errors.

### **Job Requirements:**

1. Work shifts.
2. Operate a computer.
3. Possess above average mathematical skills.
4. Communicate verbally with employees and customers.
5. Operate telephones and intercoms.