

## **Gifts & Custom Merchandise Buyer U of MN Bookstores**

The Gifts & Custom Merchandise Buyer is responsible for managing the acquisition and management of gifts, greeting cards, backpacks, and departmental custom businesses for each of the six U of M Bookstores. The Buyer negotiates costs, determines prices and gross margins, attends trade shows, selects new merchandise and evaluates product trends.

Merchandising responsibilities include establishing an annual promotional plan, developing advertising strategies during spring and fall back-to-school periods, negotiates vendor coop advertising income to offset advertising expenses.

### **Minimum Qualifications**

- BA/BS plus at least two years of professional work experience or a combination of related education and work experience to equal six years.

### **Preferred Qualifications**

- Two to three years of retail buying experience.
- Two to three years retail sales and customer service experience
- Knowledge of point of sale systems
- Visual merchandising experience

**Salary** \$21.31/hour including a comprehensive benefits package (<https://humanresources.umn.edu/new-employees/benefits-summaries>).

Qualified candidates can submit their resume and a letter of interest to the application pool via the University's Job Center for consideration: <https://humanresources.umn.edu/content/find-job> job ID 329843. Questions? Contact [workbks@umn.edu](mailto:workbks@umn.edu) or Lucas Schulze, Personnel & Payroll Admin [schul263@umn.edu](mailto:schul263@umn.edu).