Point of Sale (POS) Administrator

Purpose of the Position:
This position is responsible for set up and on-going management of the point of sale system (POS: Lightspeed) including maintaining inventory database and supporting daily POS operations to ensure proper performance.

Responsibilities:

POS Data Management:
- Set up and maintain POS inventory database including creating/updating/barcoding inventory items, assisting in building retail pricing (eg. COG, lift, exchange), managing promotion/discount pricing, updating supplier information, and setting up menus
- Prepare reports: inventory, financial, sales, customer profiles
- Work with management to define operational needs and configure POS system accordingly; establish and refine processes to improve efficiencies
- Train staff on how to use POS system
- Provide support for annual inventory count

Technical Support:
- Install, update and trouble-shoot POS hardware and software (ie. terminals, printers, debit machines, scanners)
- Remain current on retail technology and recommend changes
- Liaise with POS vendor and third-party technology support

Receiving and Warehouse:
-Verify product received compared to purchase order, create barcodes, scan products into inventory, adjust inventory for damaged goods, resolve order problems

Other responsibilities upon request

Preferred Knowledge/Skills/Abilities:
- Computer skills (installing hardware/software, trouble-shooting, inputting data accurately), required
- Experience with retail point of sale systems and inventory management, an asset
- Highly self-motivated to learn new applications quickly, remain productive during slower periods and multitask during fast-paced times
- Possess a good understanding of retail operations and processes
- Excellent attention to detail and communication skills
- Possess effective problem-solving skills
- Ability to work independently and as part of a team
- Must be physically fit to do some warehouse duties (ie. moving, unpacking product)

Personal attributes:

- Be Honest

- Be Reliable
- Be Flexible
- Have Sound Work Ethics
- Be Respectful and Trustworthy

Working Conditions:

Physical Conditions

The POS Administrator will spend long hours sitting at a computer. They may be required to lift and move incoming product up to 30lbs. They will also spend time walking from office to warehouse, greenhouse and retail store.

Environmental Conditions

The workplace is an indoor environment but warehouse is known to have extreme temperatures due to changes in weather and seasons (ie hot & humid in the summer and cool in the winter).