**Job profile**

*Job title:* **Inventory Specialist**

*Job goal:* To monitor bestseller stock and ensure that customers receive their orders

*Positions available:* Two [Change this to meet the needs of your school]

*Key responsibilities:*

* Plan how to promote bestselling titles by liaising with Display Specialists to create book displays
* Download and print last copy bookmarks to put in the bestselling titles so that customers can order copies of books that may be low on stock. These can be found in the Resource Pack at **www.bookfairs.scholastic.co.uk/free\_resources**
* Monitor stock daily to see what the bestsellers are and ensure that customers can place orders for these
* Liaise with Customer Service Assistants to ensure that customer orders are correctly noted and collected at the end of each day
* Contact Scholastic Book Fairs to place all customers orders *before* the Book Fair is collected and arrange for the books to be delivered to customers once they arrive

*Skills and qualities required:*

* Attention to detail
* Good communication skills
* Strong organisational abilities