

Whole Foods Market

Northern Pacific Region

Job Opportunity

Position: **Data and Technology Specialist**

Location: **Sonoma**

Posting Period: 4/23/07 – 5/3/07

Apply By: 5/3/07

Start Date: 6/4/07

Summary:

The new store is in historical downtown Sonoma within the Sonoma Valley. The town is centered on its historic town plaza, a remnant of the town's Spanish colonial past. Sonoma today is a center of the wine industry for the famed Sonoma Valley Appellation. We are looking for a strong, experienced entrepreneurial Team Members to open this new store. The Data and Technology Specialist (DTS) shares responsibility with all department team leaders for ensuring store data accuracy and a seamless shopping experience for our customers. Accuracy pertains to product retail, costs, scale labels, shelf tags, weights and measures, promotional signage and Front End scan. The DTS will report to the Store Team Leader (STL) with a dotted line report to the Purchasing and Category Analysis Coordinator (PCAC). The DTS will be the IT liaison with the Regional IT Team, implementing new projects, upgrades, and maintenance of all systems.

Will Do:

1. Review and apply batches. Participate in maintenance, create tags, enter ISS and authorization requests; report any errors to the regional data team member with responsibility for the department in question. Work with the data team to agree on a plan and time for achieving accuracy, Print all shelf tags
2. Maintain records archive in order to determine source of pricing/scanning errors
3. Maintain RBX item file and regional pricing with the support of store leadership; Perform routine maintenance of RBX database files. Ensure that a successful back-up of RBX is completed daily
4. Maintain scales and software database. Troubleshoot Toledo scale hardware and contact Technical Support for repair and maintenance
5. Acquire working knowledge of weights and measures and retail tax laws
6. Audits: 1. Scan. Establish a route and daily schedule for scanning the sales floor. Every department must be completely audited once per financial quarter(1200 items per week). Communicate problem departments to store leadership. 2. Regular weights and measures compliance audits. Accompany inspectors in the store. Address any areas of non-compliance immediately; seek assistance from STL and/or PCAC.
7. Research product-related scan issues
8. Liaison with Regional IT team. Provide first level technical support. Implement IT projects and hardware/software rollouts, upgrades and changes. Maintain all computer systems. Elevate issues to the Regional Support Team. Troubleshoot FM hardware, phone systems, and POS, contact Technical Support for repair and maintenance
9. Category Management. Generate item movement reports as needed using Essbase or other reporting tools. Assist TL's with accessing and interpretation of regionally-generated reports as needed
10. Communication: Communicate technical situations to all affected TM's; provide information regarding the effect of the situation and time frame for irresolution; Provide store leadership with weekly communication (daily if required); Inform department buyers and TL's of data problems within departments and assist in resolution; Facilitate communication between buyers/TL and Product Coordinators.

Must Have:

- Conduct new buyer/TL training. Educate buyers and TLs on CIX procedures, who to contact regarding data errors and how to follow up, proper flow of communication, how to proof shelf tags, the use of reports/tools available on Regional website, introduction to email, word and excel.
- Provide training on all software that is mandatory for each position.
- Train random weight departments on price change procedure, monitor for accuracy
- Train store management on emergency procedures regarding information systems in case of power outages, fires, etc.
- Participate in weekly TL meetings as required
- Train backup DTS. Assist in defining expectations and back-up work schedule.

If this position interests you please send an application for open employment (WFM only) resume and cover letter stating how and why you are qualified to: Fax: 707-938-8557 Email: sonoma.jobs@wholefoods.com; Specific questions contact: Dana Leavitt at 707-938-8500.

Interviews will be held sometime between 5/7/07 and 5/15/07.