

JOB DESCRIPTION

SUPERVISOR - SUBtext BOOKSTORE

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Supervises SUBtext and serves customers.

ORGANIZATIONAL RELATIONSHIP:

1. Supervises staff and ensures that punctuality, work performance, and a high level of customer service are maintained.
2. Assists the Manager in hiring and training new staff.
3. Ensures the overall security of the store, including cash and inventory.
4. Assists the Manager with the day to day financial and administrative tasks.
5. Provides support to staff in all areas including interpreting SUBtext and society policies.
6. Communicates with the Manager about any problems or other noteworthy points.
7. Responsible for notifying Management of any reasonable breaches to policies and/or procedures in the workplace.
8. Other related duties as assigned by the SUBtext Manager.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

QUALIFICATIONS:

1. Must be an active member in good standing of the University of Victoria Students' Society.
2. Six months previous experience in a bookstore or other similar retail outlet is required.
3. Experience in consignment sales an asset.
4. Six months experience handling cash is required.
5. Proven experience with staff supervision is required.
6. Must be dedicated to a high level of customer service.
7. Ability to be flexible under stress and in dealing with difficult people.
8. Ability to work unsupervised.
9. Must be punctual and reliable.
10. Familiarity with IBM compatible computer systems is required, experience with Word, Excel and Outlook is required.
11. Familiarity with Point Of Sale computer systems required.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.