

JOB DESCRIPTION

SUBtext BOOKSTORE ATTENDANT

SUPPORT & ADMIN SERVICES DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Serves patrons at SUBtext and attends to the day to day tasks required to run the store.

ORGANIZATIONAL RELATIONSHIPS:

1. Is responsible to the Business Operations Division Manager through the SUBtext Manager.
2. Reports to the SUBtext Manager or to the SUBtext Supervisor.

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.

DUTIES:

1. Carrying out store opening and closing procedures.
2. Responsible for handling all aspects of retail and consignment sales.
3. Ensuring the store area is clean and tidy.
4. Explaining consignment procedures and store policies to customers.
5. Entering consignment data into the computer system.
6. Backs-up the Data Base Files on a regular basis.
7. Paying customers for books sold on their behalf.
8. Recording all lost and problem consigned books and merchandise.
9. Explains SUBtext and Society policy to customers.
10. Maintains adequate stock levels and informs Manager when stock is getting low.
11. Other related duties as assigned.

QUALIFICATIONS:

1. Must be a member in good standing of the University of Victoria Students' Society.
2. Six months previous experience in retail sales is required.
3. Experience in consignment sales is an asset.
4. Previous experience handling cash is required.
5. Dedication to a high level of customer service is required.
6. Ability to be flexible under stress and in dealing with difficult people.
7. Ability to work unsupervised.
8. Must be punctual and reliable.
9. Experience with IBM compatible computer systems specifically with respect to MS Word and Excel is an asset.

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.