Invites applications for the following position(s):

**COMPETITION NUMBER: 510**

C.U.P.E. Local 3338 – Temporary Position

CLERK, GRADE 4

BOOKSTORE – SFU VANCOUVER

**POSITION NUMBER: 35**

**POSITION OUTLINE:**

Provides customer service, sales, cashier, retail maintenance, and clerical functions for the SFU Vancouver Bookstore. Verifies daily receipts, cash floats, and main float by reconciling cash register totals with cash, credit card payments, and departmental charges. Maintains all areas of the Bookstore by tidying, merchandising, alphabetizing, organizing, and restocking products; opens and closes the store; and processes the transfer of stock from the inventory of one store to the other, using the Bookstore’s integrated retail operating system (i.e., Sequoia). Performs other duties and responsibilities consistent with the job description and classification on request. Please note: This is a part-time position working 40 hours bi-weekly. Days/hours of work are Tuesday to Friday, 10:00AM – 2:00PM, and Saturday 9:50AM – 1:50PM. Priority will be given to qualified registered SFU students who must submit a (Fall 2015) class schedule with their cover letter and resume. This position is located at Harbour Centre, 555 West Hastings Street, Vancouver, BC.

**QUALIFICATIONS:**

- **High school graduation and general courses or training of short duration (up to two weeks) in spreadsheet and database applications.**
- **2 years of related experience.**
- 40 wpm keyboarding skills with a high degree of accuracy.
- Good knowledge of standard office record keeping and filing procedures.
- Good knowledge of integrated retail operating systems (i.e., Sequoia).
- Excellent customer service skills.
- Good organizational, interpersonal, and communication (oral and written) skills.
- Ability to use spreadsheet and database applications (i.e., Excel, Access) at a basic level.
- Ability to operate an electronic cash register with a high degree of accuracy and satisfactorily complete a cashier training program.
- Ability to perform repetitive tasks for sustained periods of time (i.e., stocking merchandise, tidying shelves).
- Ability to work in a team environment.
- Ability to deal with frequent interruptions.
- Ability to perform arithmetic calculations with a high degree of accuracy.
- Ability to legibly record information.
- Ability to follow oral and written instructions.
- Ability to lift and move up to 10 kg.
- Ability to stand for up to three hours at a time.
- Ability to work flexible hours including evenings and weekends.
- Ability to work at either the SFU Burnaby or SFU Surrey locations.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:**

$18.21

**START DATE:**

ASAP

**POSITION END DATE:**

May 6, 2016

A detailed resume and cover letter quoting **Competition #510** must be received in our office by **4:30 pm on November 25, 2015**, addressed to the attention of Jennifer Harrington, Human Resources Advisor. Please follow the application instructions at: [http://www.sfu.ca/hr/prospective_employees/HowToApply.html](http://www.sfu.ca/hr/prospective_employees/HowToApply.html).

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

---

The University is committed to the principle of equity in employment

A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings)