Invites applications for the following position (s):

**COMPETITION NUMBER: 445**

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

**CLERK, GRADE 4**

**BOOKSTORE**

**POSITION NUMBER: 1501**

**POSITION OUTLINE:**
Provides customer service, sales, cashier, clerical functions, and retail maintenance in all areas of the Bookstore/Spirit Shop by providing comprehensive, proactive, and knowledgeable customer service to internal and external customers. Operates an electronic cash register/credit card terminal and performs cash-up/banking duties, under the direction of Management. 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 Monday to Friday; 9:00 am – 1:00 pm. Priority will be given to qualified registered SFU students who must submit a Fall 2017 class schedule with their cover letter and resume.

**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.**
- **45 wpm keyboarding skills with a high degree of accuracy.**
- **Good knowledge of point of sale, integrated retail operating systems (e.g., Sequoia Retail Systems).**
- **Good knowledge of sales processes (e.g., needs assessment, presentation, closing).**
- **Good knowledge of standard office record keeping and filing procedures.**
- **Excellent customer service skills with the ability to deliver positive customer experiences.**
- **Good organizational, interpersonal and communication (oral and written) skills.**
- **Ability to operate an electronic cash register with a high degree of accuracy and satisfactorily complete a cashier training process.**
- **Ability to perform a variety of tasks quickly and accurately in all areas of the Bookstore.**
- **Ability to perform repetitive tasks for sustained periods of time (e.g., stocking books, tidying shelves).**
- **Ability to use word processing, spreadsheet and database applications (i.e., Word, Excel, Access) at a basic level.**
- **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 follow oral and written instructions.**
- **Ability to stand for up to 4-5 hrs.**
- **Ability to lift/move up to 20 kg.**
- **Ability to work flexible and additional hours including evenings and weekends.**
- **Ability to work at Burnaby, Vancouver and Surrey Campus locations as assigned.**
- ***or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $18.91

**START DATE:** ASAP

**POSITION END DATE:** June 1, 2018

A detailed resume and cover letter quoting **Competition #445** must be received in our office by 4:30 pm on **July 26, 2017**, addressed to the attention of Monica Swanson, 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)