

Blackfeet Community College



Position Description

Bookstore Operations Assistant

Closing Date	October 17, 2018 @ 3:00 PM
Salary	\$11.26 to \$15.00 Depending on experience
Department	Classified
Personnel Definition	Classified, full-time
Term of Employment	12 month Contract
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Bookstore Manager • Vice-President, Finance • President
Supervision Exercised	Supervise student interns in the Bookstore.
General Statement of Duties	Under general supervision of the Bookstore Manager, Operations Assistant will greet and assist customers, operate a cash register, assist with inventory stocking and other duties related to the Bookstore.
Specific Area of Duties	<ul style="list-style-type: none"> • Greet customers entering the Bookstore. • Assist students and customers in locating books, supplies or sale items in the Bookstore. • Assist in establishing prices of goods to be entered into the computer point of sale system. • Assist in purchasing inventory as needed. • Assist in the yearend inventory. • Process merchandise returns and exchanges. • Post charges against staff and department accounts. • Establishes and maintains good relationships with vendors, suppliers, contractors, governmental and tribal agencies, students, and the public. • Learn administrative process of billing, reports, student account, PO's, ext. as backup when the Manager is out. • Maintain clean and orderly checkout areas. • Stock shelves, mark prices on shelves and items, must be able to lift up to 50 lbs. for inventory stocking or moving inventory to storage. • Other duties necessary to the function of BCC, as needed.
Qualifications	<ul style="list-style-type: none"> • Require AA degree in Business or related field, and • Minimum of one year of working in retail.
Knowledge,	Knowledge Required:

<p>Skills & Abilities Required</p>	<ul style="list-style-type: none"> • Knowledge of marketing concepts and trends • Knowledge of purchasing and markups. <p>Skills Required:</p> <ul style="list-style-type: none"> • Proficient with computers and technology, preferably using Microsoft and point-of-sale cash register accounting systems • Excellent communication and customer service skills. • Intermediate/advanced knowledge of Excel and other computer applications. <p>Abilities Required:</p> <ul style="list-style-type: none"> • Must be able to lift up to 50 lbs. for inventory stocking and/or moving inventory to storage. • Excellent work habits.
<p>Complexity</p>	<p>Above average in scheduling, coordinating, organizing, and conducting operations to meet goals and objectives.</p>
<p>Personal Contacts</p>	<p>Has contact with personnel in all departments, students, and the general public.</p>
<p>Physical Demands</p>	<p>Physical ability to sit, walk and stand for a portion of the time, exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects. Must be able to see, speak and hear clearly.</p>
<p>Guidelines</p>	<p>The incumbent will be guided by:</p> <ul style="list-style-type: none"> • Position Description • Employee Contract • BCC Employee Policies and Procedures Manual • BCC Catalog • All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations.