Sales Assistant II

Job Code 00007291

**General Description**
Responsible for selling merchandise and assisting customers.

**Examples of Duties**
- Greet customers and direct to merchandise.
- Assist customers with selection.
- Special order merchandise and notify customer of arrival.
- Assist students in identifying their needs for school and classes.
- Perform data entry.
- Run cash register.
- Set up and use type set machine.
- Perform maintenance on shelves and displays.
- Conduct annual inventory.
- Assist with jewelry sales.
- Establish mark ups and mark downs on merchandise.
- Prepare correspondence for shipping, inventory and orders.
- Maintain bookkeeping records.
- Prepare special order books.
- Process returns for refund.
- Process inventory of books and book buy-back.
- Perform other duties as assigned

**Knowledge, Skills, and Abilities**
**Skill in:** Taking sales orders and selling books and merchandise, in satisfying customers.

**Ability to:** Operate personal computers and related software, to operate calculator, to perform basic math, to understand bookstore procedures and to follow directions.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**