Sales Assistant I

Job Code 00007125

General Description
Responsible for providing customer service in the University Bookstore.

Examples of Duties
Build scholarship files and billing.
Maintain bookkeeping records.
Prepare special book orders.
Stock merchandise and book shelves.
Provide customer service.
Process returns, refunds and annual book inventory.
Sell books and merchandise.
Buy back books.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Skill in: Interacting courteously with customers; working as a team member; computer usage.
Ability to: Read instructions in order to operate equipment; understand policy and procedure manuals; complete supply requests, reports and time sheets; perform basic math.

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

Revised 09/27/2012