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.
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

Revised 09/27/2012