



## Internal Vacancy Notice

**Position Title:** School Store Clerk (Part-time)

**Department:** Finance and Administration

**Affiliation:** NSGEU

**Salary:** Group 2, \$16.23-- \$18.19 per hour

**Hours of Work:** Regular Part-time. 24 hours per week.

Hours may vary. Candidates are expected to be available: Monday to Friday 1pm to 6pm and Saturday 12pm to 5pm

\*Scheduled hours may change and some mornings or evenings may be necessary depending on the time of year.

### INTERNAL VACANCY POSTING TO MEMBERS OF NSGEU LOCAL 82

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#### POSITION SUMMARY

Reporting to the Manager of the School Store, the School Store Clerk is responsible for providing a variety of services for NSCAD University's School Store. Duties include customer service including assisting with selection of the appropriate art materials, cash and charge sales, processing returns, responding to telephone inquiries, maintaining the cash register and change, calculating daily cash deposits, receiving and checking stock, pricing, stocking shelves, setting up displays, repackaging stock, and maintaining and arranging shelves.

#### SPECIFICATIONS

- Provide customer service including assisting with selection of the appropriate art materials and product advice.
- Perform cash and charge sales, process returns and maintain the cash register and change.
- Respond to telephone, email and in person inquiries
- Check stock pricing, stock shelves, set up displays, replace/repackage stock, and maintain and arrange shelves.
- Responsible to calculate daily cash deposits and opening and/or closing the store.
- Responsible for regular inventory counts.
- Receive and unpack goods ensuring everything is in good order and matches the packing slip.
- Assist store manager with ordering.

#### REQUIREMENTS

Completion of Grade 12 combined with a minimum of one (1) year related experience (or an equivalent combination of training and experience) is required. Experience in retail sales is necessary, and an ability to process sales and handle cash efficiently is required. A good working knowledge of art supplies is a strong asset. Ability to quickly learn an electronic cash register, as well as be able to add figures quickly, and answer questions about art-making processes is required. The incumbent must be capable of lifting and moving heavy boxes (50lbs), as well as standing for long periods of time. Strong interpersonal skills and an ability to communicate with students, staff, faculty and the general public is required. The School Store experiences very busy periods at the beginning of each semester. It is necessary to be able to deal with crowds, difficult people and circumstances with tact and diplomacy.

#### APPLICATION PROCESS

Applications should be sent to Human Resources via email to [careers@nscad.ca](mailto:careers@nscad.ca). Applications should include a cover letter and detailed CV.

**Deadline for applications: Wednesday, August 7, 2019**

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents of Canada will be given priority in this search. NSCAD University is committed to employment equity and values a diverse and inclusive workplace.*