

Grass Roots Books & Music

Position for Receiving/Shipping/Retail Clerk

Requirements:

- Post secondary coursework
- Applicant must be proficient in Microsoft Windows and have the ability to quickly learn systems and applications used
- Must be available for shift changes as scheduled.
- Must work last the 2 Saturdays before Christmas
- Proficient with 10 key and typing skills
- Minimum age: 18

Job Description:

- Perform shipping and receiving duties
- Lift and maneuver boxes weighing up to 50 lbs., push heavy carts of books out to the retail floor
- Bending and reaching to shelve inventory
- Manage inventories and supplies
- Organize goods and merchandise received into stock or inventory
- Use computers to enter, access and retrieve data
- Trouble-shoot and reconcile inventory discrepancies
- Answer phone lines, assist with customer service
- Assist with customer service on retail floor as needed
- Help with special events
- Prepare shipping documents
- Determine appropriate postage or freight fees
- Use hand truck to transport freight to Post Office
- Must have valid Oregon Driver's License to assist with special events and drive freight to Post Office
- Help with all aspects of retail clerking as needed

Preferred:

- Experience with a bookstore inventory software and retail point of sale
- Major in English Literature
- An avid reader!

Hours:

- Part time 20 to 40 hours per week
- Hours are between 10:00 am to 6:00 pm M-F
- Exceptions are special events on evenings and weekends

Pay: DOE.

Start date: ASAP

Please send resume to: Tiffany Harlan, Sandy Smith at: tiffany@grbookstore.com,
sandy@grbookstore.com.