



The IADPA Bookstore located in Kingston seeks to identify an individual who possesses the energy and drive to fill the following post:

BOOKSTORE ASSISTANT

The successful candidate will pro-actively execute creative strategies to generate new sales, retain the existing customer base and support the collection of account receivables.

Primary Responsibilities

- Welcome customers as they enter the Bookstore and inquire about their book reading/buying preferences.
- Engage customers in conversation to determine their reading tastes and suggest books and authors accordingly.
- Seek out customers within the bookstore and offer to provide help/assistance in locating their choice of books.
- Provide customers with information on the location of desired books and resources, and assist them in bringing them to reading areas.
- Lead customers through the cashiering process, processing credit card and cash payments and tendering change and receipts.
- Create and maintain liaison with the main office in Kingston, to ensure timely and accurate delivery of books and resources to the store.
- Clean and tidy bookshelves, and ensure that any out of stock book orders are replaced promptly.
- Ascertain that all books are appropriately arranged and indexed according to instructions provided by the manager.
- Price books according to specified guidelines, and handle price markdowns and changes.
- Balance the cash register at the end of the day, ensuring that all is in check, and escalate any discrepancies on an immediate basis.
- Participate in event promotions to boost the sales in books and magazines

Required Education and Experience

- Diploma/Associate Degree in Marketing or Business Administration
- Minimum 2 years sales experience
- Excellent marketing and interpersonal skills
- Excellent customer service skills
- Must be computer literate and proficient in MS Office
- Must be a member of the Seventh Day Adventist Church community
- Excellent written and oral communication
- Strict adherence to the company policies and procedures
- Ability to approach, interact with customers and close sales
- Ability to initiate and work independently as well as be an active team member

We thank all applicants for expressing an interest in employment with IADPA Bookstore and ask that all resumes are submitted to debbie.mclean@iadpa.org no later than February 7, 2023.

Only shortlisted candidates will be contacted.