

JOB POSTING

Date: July 15, 2022

Competition: #22-70

**APPLICATIONS ARE INVITED FOR THE FOLLOWING
CASUAL POSITION - BOOKSTORE SALES ASSOCIATE**

Position:	Bookstore Sales Associate (Casual) – Three Positions to be Filled
Division:	Facilities
Location:	New Westminster Campus
Reporting To:	Manager, Ancillary Services

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Summary and Hours of Work:

The casual Bookstore Sales Associate's primary responsibility is to provide customer service and sales support of Bookstore operations at our New Westminster Campus. Hours of work and days may vary depending on the assignment, shifts per person may average 1 – 3 per week, of 4 to 7 hours each. Hours and days of work will vary and are not guaranteed – this is casual, on-call work on an as-needed basis.

Primary Responsibilities:

Customer Service

- Provides high level of customer service;
- Conveys information to faculty, staff, students and other customers regarding the availability and pricing of required or recommended course materials;
- Maintains open lines of communication with other JIBC staff, vendor support personnel, and suppliers;
- Assists in the maintenance of inventory control;
- Performs sales, receiving, ticketing and display of inventory;
- Processes orders for shipping.

Shipping and Receiving Duties

- Completes shipping and receiving tasks.

Other Duties

- Maintains general cleanliness and orderliness of store furnishings, fixtures and merchandise;
- Completes central office supplies ordering for the Institute;
- Completing all other duties assigned consistent with the position.

Qualifications & Requirements:

Education and Experience

- Grade 12 plus completion of training related to computer literacy;
- Three to five years current related experience in a retail environment, preferably in a sales capacity with a campus or other bookstore operation (or equivalent combination of education and experience).

Knowledge, Skills and Abilities:

- Excellent interpersonal and customer service skills, with the demonstrated ability to exercise tact, good judgement and diplomacy;
- Excellent organizational and time management skills with the ability to plan and prioritize tasks, and efficiently meet deadlines;
- Ability to demonstrate effective team behaviours such as active listening, collaboration, balanced participation, and contributing to shared team goals;
- Ability to handle confidential information and make sound decisions in accordance with established policies and procedures;
- Ability to lift up to 25 lbs

Salary Range: \$24.11 per hour (BCGEU Grid 9 assignments) (plus 6% vacation pay and \$0.79 per hour in lieu of benefits)

Posting Date: July 15, 2022

Closing Date: July 29, 2022

Please submit a resume and cover letter, quoting Competition #22-70 to Human Resources at hr@jibc.ca.

Justice Institute of British Columbia is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, Indigenous people, and persons with disabilities.

