

Northern California Conference  
**Job Description**

<b>DATE:</b>	January 2023	<b>TITLE:</b>	Sales Associate		
<b>LOCATION:</b>	Adventist Book Center-Roseville	<b>Wage/Salary:</b>	\$15.96 – 20.61		
<b>STATUS:</b>	Part-time/Regular	<b>ERI Category:</b>	13		
<b>REPORTS TO:</b>	ABC Manager	<b>Job Code:</b>	B	<b>Step:</b>	

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**SUMMARY:** Maintain good customer service on a daily basis. Endeavor to keep the displays stocked and attractively arranged. This position is part-time, and hours vary.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Provide customer support on the sales floor, answering questions about specific items and directing customers to specific products within the store.
2. Ability to answer the phone in a professional manner, providing answers to questions, as well as take and process orders over the phone, and prepare orders for pick-up or delivery.
3. Replenish show room displays and keep them attractively arranged.
4. Replenish bookshelves, freezers, and refrigerators
5. Maintain organized, neat, and clean work areas and sales counters
6. Operate cash register/TAM point of sales software.
7. Assist in maintaining inventory.
8. Maintain regular attendance at work.
9. Comply with Employee Handbook guidelines.
10. This job description is not intended to be all-inclusive, and the Sales Associate may be directed to perform other business-related duties as assigned by the ABC Manager

**JOB REQUIREMENT:**

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate “need to know” and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability, and physical requirements necessary to perform the job.

**Education and/or Experience**

A high school diploma or its equivalent is required, and two or more years of college are preferred. (Another equivalent combination of education and experience may be substituted.)

**Language Skills**

Must be able to read and write functional English.

**Mathematical Skills**

Must have knowledge of basic math.

### **Computer Skills**

Must have knowledge of basic computer skills.

### **Reasoning Ability**

Must be able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and a variety of abstract and concrete variables.

### **Certificates, Licenses, Registrations**

None required. (Must be a member of the Seventh-day Adventist Church, in regular standing.)

### **Other Skills and Abilities**

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must have good written and verbal communication skills, as well as the ability to listen carefully. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. Regular attendance is required.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Work Environment**

The work environment is usually an office setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Work area is well lighted and ventilated. Overtime is not permitted without supervisor's prior approval.

**\*\*\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

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**Job Description**

<b>DATE:</b>	April 2020	<b>TITLE:</b>	Sales Associate		
<b>LOCATION:</b>	Adventist Book Center-Roseville	<b>Wage/Salary:</b>	\$		
<b>STATUS:</b>	Part-time/Regular	<b>ERI Category:</b>	13		
<b>REPORTS TO:</b>	ABC Manager - Supervisor	<b>Job Code:</b>	A	<b>Step:</b>	

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my Supervisor. I understand that the Northern California Conference reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. I understand and agree that this job description does not create a contract of employment or change my "at will" employment relationship with Northern California Conference.

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Acknowledgment: Employee Signature

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Print Name

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Date