Book Seller

PURPOSE OF THE POSITION

Book Seller is involved in the retail of books and other study materials. This position is strongly focused on customer and make aware of location of particular books and materials and to inform and advice about different books and materials available. Propose to head for additional order of items that almost run of stock.

SCOPE

- Provide sale service to customer base on their need;
- Maintain up-to-date knowledge of current titles of books;
- Handling payment by cash or check;
- Checking stock regularly and offer advice and recommended books and materials for sale that less in stock to the head;
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct to the balance;
- Clear daily cash and incomes report to head;
- Greet customer fairly, accurately, and friendly;
- Keep office clean.

QUALIFICATION

High School or certificate in Accounting or other related fields with at least 1 years working experience as seller.

KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES

Knowledge

- principle of accounting
- Microsoft office computer program

Skills

- Good customer service skills
- Team building skills
- Effective organizational skills
- Computer skills
- Time management skills

Personal Attributes

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible and friendly
- demonstrate sound work ethics

Report line

This position required report to head of bookstore.