

Assistant Manager – Campus Bookstore

Point University is a private liberal arts institution that educates our students within a Christian worldview, so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The assistant manager is an agile member of the campus bookstore team who provides flexibility and responsiveness for assigned projects and tasks. Daily work will shift based on the team calendar and assigned priorities but is always focused on the primary goal of solutions-minded customer service for faculty, staff, students, and other constituents.

The assistant manager is a fully on-site position in our West Point, GA location.

Essential Duties

- Mailroom & Campus Store:
 - Assist customers with retail needs (register)
 - Assist students with textbook needs (refunds, purchases/rentals, slingshot troubleshooting, and answer questions/concerns)
 - Keep retail stocked, neat, and clean (wipe counters, clean dishes as needed, take out trash, sweep, mop, etc)
 - Maintain cleanliness of retail side
 - Receive, sort, and deliver mail/packages
 - Shelf textbooks
 - Process textbook orders and refunds
 - Process online Campus store orders
 - Count down register at closing
 - Inventory count

Requirements

- Demonstrated attention to detail and accuracy.
- Above-average written, verbal, and interpersonal skills.
- Proficiency in Microsoft Office.
- Ability to maintain high standards of integrity and confidentiality while working with sensitive and confidential material.
- Ability to work independently and collaboratively with a fast-paced team.
- Ability and flexibility to manage multiple projects simultaneously, accommodating shifting priorities while meeting deadlines.
- Commitment to exceptional customer service.

Preferred

- A minimum of one year of related professional work experience in a higher education environment.
- Superior workload management skills.