



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIROMENT

“Sustaining Our Future”

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FORM 2.3

JOB DESCRIPTION

		POS. NO: UNRE MM 03/04
DEPARTMENT <i>University of Natural Resource & Environment</i>	DESIGNATION/CLASSIFICATION <i>Bookshop Assistant</i>	
OFFICE/AGENCY CHANCELERY	LOCAL DESIGNATION	
DIVISION <i>Administration</i>	HIGHEST SUBORDINATE Nil	POS. NO. <i>UNRE AC</i>
BRANCH <i>Business & Finance</i>	IMMEDIATE SUPERVISOR <i>Bookshop Supervisor</i>	POS. NO <i>UNRE MM 001</i>
SECTION <i>Bursary</i>	LOCATION <i>Vudal, ENB</i>	

HISTORY OF POSITION

1. BACKGROUND

This is a daily operation of the University’s Bookshop to assist students & staffs with supplies and other items.

2. PURPOSE

Primarily a Bookshop Assistant is responsible to assist students and staff in selecting merchandise; greets customers; operates cash register; maintains accountability for accuracy of cash and charge transactions. Assist Bookshop staff with inventory, student troubleshooting, returns, resetting shelves, etc. under the leadership of the Bookshop Supervisor.

3. DUTIES AND RESPONSIBILITIES:

- Counter Sales – Serve and attend to students, staff and other customers at the counter.
- Invoicing staff, students and customers using POS System.
- Assists and serve students, staff and customers at the counter in selecting merchandise; greets customers; operates cash register; maintains accountability for accuracy of cash and charge transactions.
- Assist Bookstore staff with inventory, restocking/displaying of items, student troubleshooting, returns, resetting shelves, etc.
- Assist in other admin tasks such as updating salary deduction and sorting out other general queries related to resources allowance & excess balance for students & even staff salary deduction.

4. EDUCATION AND EXPERIENCE REQUIREMENTS:

- Diploma in Sales & Marketing or relevant field
- Preferably 3-5 years' experience in bookshop or accounting/finance
- A real appreciation of the need to comply with financial regulations and procedures.
- Experience providing tasks and time effectively and efficiently, so that work is produced in a timely manner, and a sound work ethic.
- Some level of administrative skills and appreciation of systems and systematic approaches
- Demonstrated sensitivity to gender, HIV-AIDS, environmental and development issues.
- The ability to uphold the credibility of the University.

5. PERSONAL ATTRIBUTES

- Analytical and Innovative Skills and Attention to Details
- Excellent Interpersonal Skills
- Ability to work under pressure and to deliver within agreed time frame.
- Capable of using computer equipment, systems and software used in the Bookshop.
- Knowledge of and skill in applying the principles of retail sales including pricing, reordering, stocking, and ensuring customer satisfaction with merchandise.