

YUKON UNIVERSITY
Statement of Qualifications
Book Store Clerk

Department: Campus Store
Location: Whitehorse
Date: Jan 13 2024

Essential Qualifications (assessed in screening process)

Education and Training : Post Secondary Education credential in Office Admin or similar field

Demonstrated Abilities : Demonstrated bookkeeping and record keeping experience
Experience working in a customer service focused environment
Knowledge of MS Office applications such as Word and Excel
Basic knowledge of inventory control and pricing methods

Equivalency: Candidates without the formal education but with considerable experience as noted above may also be considered.

Rated Qualifications (factors assessed through interview, etc.)

Knowledge:

- K.1 Of basics supplier relation and ordering
- K.2 Of administrative procedures and practices
- K.2 Of bookkeeping practices basic accounting
- K.3 Of Computer software
- K.4 Of inventory management, Cash management and reconciliation
- K.5 Of Basic Administrative Skills

Abilities:

- A.1 To provide a range of administrative support to the staff , student and clients
- A.2 To utilize a variety of computer software (Word, Excel, Financial Database, etc.)
- A.3 To coordinate workshops and events
- A.4 To operate electronic cash registers
- A.5 To maintain confidential information
- A.6 To reconcile and balance financial transactions
- A.8 To coordinate student or client requests
- A.10 To provide exceptional customer service the campus store
- A.11 To communicate effectively in person and in writing
- A.12 To maintain financial records
- A.13 To prioritize responsibilities

Personal Suitability:

- PS.1 Commitment to providing quality service with creativity, flexibility, and adaptability to changing demands
 - PS.2 Excellent teamwork skills and commitment to building partnerships for effective shopping experience
 - PS.3 To positively represent Yukon University with clients, Colleagues and the community
 - PS.4 Effective interpersonal skills, particularly in a multi-cultural environment
 - PS.5 Good communication skills orally and in writing
- Condition of employment: security clearance