

Job Profile

Job Profile Name:	Sales Assistant A
Job Code:	CADA-00010
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of low complexity and the incumbent performs them using precise instructions provided by his/her immediate supervisor or other team members.

Typical Functions:

1. Processes sale transactions and maintains cash.
2. Greets clients and answers general inquiries with a positive attitude. This includes responding and directing calls and emails, provides policies and procedures as well as directing to merchandise.
3. Receives, sends and sorts parcels and various order forms.
4. Collects and enters data into established databases.
5. Distributes and tracks order items.
6. Using establish scripts, contacts external and internal individuals regarding donations or program promotion.
7. Maintains immediate work area in a clean and orderly fashion.
8. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with minimal or no experience