

Job Profile

Job Profile Name:	Sales Assistant B
Job Code:	CADB-00016
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 moderate complexity and the incumbent performs them using established instructions.

Typical Functions:

1. Greets clients and answers general inquiries with a positive attitude. This includes detailed information regarding programs and services offered. Some inquiries may require further research into the topic.
2. Assists with web-based content.
3. Processes data, web and financial transactions and reports forms as required.
4. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent. For example, incumbents may be asked to perform some elements of Sales Assistant level "A" tasks in addition to the above listed functions.

Minimum Education, Certification and Experience:

- High School Diploma with one year of relevant experience in the field of work