



GREATER NEW YORK CONFERENCE
of Seventh-day Adventists®

JOB POSTING FOR

CLERK - ADVENTIST BOOK CENTER

FULL-TIME: \$12.00 per Hour
Sunday: 10:00 a.m. - 3:00 p.m.
Monday - Thursday: 10:00 a.m. - 5:00 p.m.

DUTIES OF CLERK

- Provide a guest friendly environment
- Strong communication skills
- Maintain an awareness of product information
- Ability to operate a cash register
- Accurately and efficiently complete all transactions, including cash and credit card payments
- Close daily sales
- Upkeep and maintain stock level
- Store housekeeping and merchandise display; cleanliness and attractiveness

REQUIREMENTS/QUALIFICATIONS:

- A member of the Seventh-day Adventist Church in good standing.
- Highly organized, detailed, and efficient
- Proficient in English and Spanish
- Ability to work effectively under pressure
- Other duties as assigned

INTERESTED PERSONS must send résumé and cover letter to:

Office of the Secretariat
Greater New York Conference
P O Box 5029
Manhasset, NY 11030 - or -
E-mail: chayman@gnyc.org • Fax: (516) 210-0574

DEADLINE: November 20, 2018