



St. Vincent de Paul Society of Lane County, Inc.

P.O. Box 24608, Eugene, OR 97402

www.svdp.us and on Facebook

Phone: 541-687-5820

Fax: 541-683-9423

Retail Book Associate

St. Vincent DePaul is looking for ambitious and hardworking individuals to add to our team! We have full-time work available in our retail stores. Candidates must have exceptional customer service skills, attention to detail, and have the physical ability to lift up to 35 lbs. repetitively and 50 lbs. on occasion. This position also requires motivation, and the ability to work as part of a team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process donated books by condition and shelve by genre as well as in alphabetical order by author's last name.
- Provide customer service to shoppers in the book department.
- Read and comprehend simple instructions, short correspondence, and memos.
- Work in a fast paced, team environment.
- Ability to bend, twist, lift. Ability to maneuver up to 40 pounds of merchandise.

KNOWLEDGE, SKILLS AND ABILITIES

- Self-motivated, organized and ability to work as part of a team
- Ability to work in a fast paced environment
- Strong verbal communication skills
- Ability to stand for 8 hours
- Able to push and pull up to 40 lbs.

Wage: Starts at \$16/hr, raise to \$16.50/hr after 12 months.

Medical, Dental & Vision, paid time off, and employee discount after 3 months.

Vacation after 12 months. Holiday pay after 3 months.

Schedule: 9:45AM-6:30PM. Weekend availability needed.

Signature: _____

Date: _____