Texas Book Company is accepting applications for a Retail Assistant Manager

Location: Coastal Bend College Beeville- James R. Dougherty Student Union (SUB)

Position Summary:
The Retail Assistant manager helps plan, organize and manage all areas in a retail location. The manager is responsible for meeting or exceeding budgeted goals and works closely with the Store and Regional manager to communicate needs in order to maintain appropriate inventory levels in textbooks and general merchandise. Job duties include daily cash register operations, daily data entry of textbook information, textbook receiving and stocking as well as end of day balancing, answering telephone and email, all areas of customer service and traveling to and operating remote locations during each semester.

Responsibilities and Duties:
Public Relations:
Develop and maintain a good working relationship with the faculty to obtain key information in the text area and general merchandise areas.
Schedule regular appointments and meet with the appropriate administrative personnel at remote sites to build rapport and discuss situations and avoid potential problems.
Personnel:
Recruit, hire, train and maintain staff at appropriate levels according to company guidelines and budgets.

Experience:
3 - 5 Years of Experience
Three (3) to five (5) years’ experience in a college bookstore or in a retail operation.
Two (2) years: supervisory capacity.
Textbook experience a plus

Qualifications:
Excellent team building skills
Demonstrated administrative skills
Strong organizational skills with attention to detail
Excellent verbal and written communication skills
Excellent use of Microsoft Office Software
Bachelors or Associates degree preferred
Background check required

Salary: Based on experience.

Interested and qualified candidates should apply at:
http://www.texasbook.com/career.html

*This position is not funded by Coastal Bend College