

POSITION DESCRIPTION

Bookstore Assistant

The Bookstore Assistant supports the Bookstore and Office Administrator with smooth operation of the SPELD NSW bookstore including:

- stocking bookstore shelves;
- unpacking orders received;
- undertaking stocktakes; and
- other stock management tasks.

Basis of Employment

This role is a part-time role (8 hours per week) and is to be undertaken as two, four hour shifts each week. The exact hours and days are flexible and can be negotiated with the Executive Officer.

This role will be based in the SPELD NSW office in Parramatta.

The SPELD NSW office is closed for 3 weeks over the summer holidays and re-opens 2 weeks before the school term re-commences in the new year; accrued annual leave is generally taken during this closure period. Additional flexibility can be discussed and agreed in relation to some part of the remaining school holidays.

Main Duties/Responsibilities

1. Stock Management

To assist the Bookstore and Office Administrator with the smooth running of the SPELD NSW bookstore and, in particular, to assist with stock management tasks including:

- stocking bookstore shelves;
- unpacking orders received;
- undertaking stocktakes;
- pick, pack and despatch orders; and
- help assemble and prepare teaching aids / resource kits.

To assist with other administrative tasks from time to time.

2. General support

To support the Executive Officer in the implementation of SPELD NSW's objectives, policies and practices, particularly in respect of confidentiality, privacy, workplace health and safety and equal opportunity, and to undertake such other appropriate duties as directed in order to achieve these goals.

Relationships

This position reports to the SPELD NSW Bookstore and Office Administrator.

The key interactions of the role are with:

- Bookstore and Office Administrator
- the Finance and Office Coordinator and the Executive Officer
- other members of staff and SPELD NSW volunteers

Selection Criteria

Essential

- a) Strong work ethic
- b) Attention to detail
- c) Customer service skills
- d) Literacy and numeracy skills
- e) Ability to lift and move bookstore stock including boxes of books
- f) Ability to be flexible, work in a team and independently

Appointment Prerequisites

- a) Current Working with Children Check

Prepared by:	Georgina Perry	23 November 2021
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