



Bible Centre & Café Assistant (Part-Time)

Location: 1207 Kingsway, Vancouver, BC, V5V 3E2

Part time: 25 hours/week – Hours will be between 9am to 9pm, including Saturdays

Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word? The Canadian Bible Society (CBS) is looking for a dedicated Bible Centre & Café Assistant who will work collaboratively with the Bible Centre & Café Supervisor and other members of the Scripture Resources team on objectives in support of the effective running of the center at the Vancouver location.

Key responsibilities:

- Preparing coffee, counters, merchandise, snacks or any other supplies
- Meet and serve customers in the Bible Centre & Café;
- Receive and follow through with customer phone enquiries by phone or e-mail;
- Prepare and process shipment invoices and phone/mail orders;
- Provide customers with product information and/or make recommendations on alternative selections and confirm stock availability;
- Pro-actively develop new sales and distribution ministry opportunities;
- In person contact with ministries, churches, schools and individuals including the coordinating of book tables and sales presence at special events;
- Count incoming stock and verify products and quantities against invoices;
- Label merchandise with appropriate pricing information;
- Restock shelves. Maintain the order and appearance of Bible Centre & Café;
- Set up seasonal displays;
- Participate in the interim and annual year-end physical inventory check;
- Process sales at point of purchase and process and balance daily deposit for over-the-counter sales and refunds;
- Maintain and update sales files, shipping records and catalogue files;
- Perform and follow the centre's procedures at beginning and end of each business day;
- Provide back up for the Bible Centre & Café Supervisor in his/her absence; Assist with the regional office work as needs may arise;
- Providing emergency support to the effective running of the Centre & Café including on call backup for staff calling in sick or for unexpected events/situations;
- Cleaning of Centre & Café as needed.



Canadian Bible Society
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Requirements:

- Previous experience (2 years minimum) in a retail book store operation or equivalent;
- Comprehensive knowledge of the Bible, Christian books and merchandise;
- Knowledge of coffee and experience working as a Barista preferable;
- An understanding and empathy of the challenges of the local church setting, and comfortable in a broad ecumenical spectrum of faith;
- Self-confident while still being humble and authentic;
- Self-motivated, self-starter, proactive, determined;
- Resilient, ability to not let adverse conditions negatively impact ability to perform;
- Promotes culture of integrity, values driven;
- Decisive and demonstrates good judgment;
- Personable and a strong communicator
- Flexible

To Apply:

Join our growing team at this exciting time! Please forward your CV along with a cover letter detailing your interest in this position and the Canadian Bible Society, to humanresources@biblesociety.ca by **August 10th 2018**.

Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.