



## **Bible Store Assistant**

**Casual up to full time hours including Thursday evenings, and possibly Saturday. Please indicate in your cover letter if you are available full time.**

**Location: 10 Carnforth Road, Toronto**

***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 Store Assistant who will work collaboratively with the Manager and other members of the Scripture Resources team on objectives in support of the Toronto store.

### **Key responsibilities:**

- Effectively and efficiently receiving product, pricing, stocking, merchandising and managing inventory;
- Effectively and efficiently managing customer inquiries, orders, complaints and handling existing / potential customer lists and purchases;
- Merchandising of the store and attending store related events as needed;
- Ensuring timely and accurate data entry and reporting;
- Ensuring health and safety procedures are followed;
- Opening and closing of the store.

### **Requirements:**

- Previous experience in retail operations;
- Experience using technology and point of sales systems;
- Personable and a strong communicator;
- Comprehensive knowledge of the Bible, Christian books and merchandise;
- 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;
- Dependable and reliable;
- Decisive and demonstrates good judgment;

### **To Apply:**

Please forward your CV along with a cover letter to [humanresources@biblesociety.ca](mailto:humanresources@biblesociety.ca) by January 17<sup>th</sup> 2026.

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.*