

QUALIFICATIONS:

Minimum of high school education or GED. Experience working in retail or related field preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Time management and strategies for prioritizing and organizing work;
- Retail or related workflow operations;
- Management principles and team building;
- How to build a team environment;
- Impact ethnicity, race, national origin, and gender have on communication and interaction;

Skill in:

- Coordinating activities of small team;
- Risk management and loss prevention
- Training, and monitoring staff performance
- Ability to follow and improve work area policies and procedures;
- Communicating in a diverse environment;
- Problem-solving and ability to meet deadlines;
- Must perform work with an attention to details and accuracy.

Able to:

- Run a cash register and follow policies and procedures related to money handling.
- Operate a variety of equipment such as price labeling tools, dollies and carts, and learn to use a forklift;
- Engage effectively with an ethnically and culturally diverse population;
- Effectively communicate with volunteers and co-workers;
- Ability to interpret pricing guidelines and teach others how to work in a retail environment;
- Work independently and in a team environment.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work is performed requires prolonged standing, physical exertion, carrying equipment and supplies, reaching overhead, and lifting up to 35 pounds. Significant interaction with volunteers.

HOW TO APPLY

To be considered for this position, submit a cover letter describing your interest in this position and a complete resume to mark.fulop@pacsonline.org

Portland Adventist Community Services (PACS) is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, sex (including pregnancy, childbirth, and other pregnancy-related conditions), age, national origin, marital status, physical or mental disability, or other protected categories under Oregon laws, regulations or local ordinances. PACS hires Seventh-day Adventist Church members in good standing based on religious preferences permitted by the United States Constitution and controlling law.