**Retail Book Associate**

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

St. Vincent de Paul is looking for ambitious and hardworking individuals to add to our team! We have full-time work available in our retail stores. Candidates must have exceptional customer service skills, attention to detail, and have the physical ability to lift up to 35 lbs. repetitively and 50 lbs. on occasion. This position also requires motivation, and the ability to work as part of a team.

**Responsibilities and Duties:**

* Process donated books by condition and shelve by genre as well as in alphabetical order by author’s last name
* Provide customer service to shoppers in the book department
* Read and comprehend simple instructions, short correspondence, and memos
* Work in a fast paced, team environment
* Ability to bend, twist, lift
* Ability to maneuver up to 40 pounds of merchandise
* This list is not all-inclusive, and other duties may be assigned

**Knowledge, Skills, and Abilities:**

* Self-motivated, organized and ability to work as part of a team
* Ability to work in a fast-paced environment
* Strong verbal communication skills
* Ability to stand for 8 hours
* Able to push and pull up to 40 lbs.

**Job Type**: Full time, hourly

**Wage:** Starts at $16.00 per hour

**Schedule:**

* Weekend availability required.
* Hours vary depending on location

 4 x10 hour shifts, 9:00am - 7:30pm or 5 x 8hour shifts, 9:45am – 6:30pm

**Benefits:**

* Health and Dental insurance
* Employee Assistance Program
* Employee discount
* Flex time
* Vacation and holiday pay
* 401(k)