

**GIRL SCOUTS OF MICHIGAN SHORE TO SHORE
POSITION POSTING**

Title: Shop Clerk

Reports to: Director – Retail Sales

Location: Grand Rapids, Muskegon and Traverse City Service Centers

Classification/FLSA Status: On-call Part-time/Non-exempt

Salary: \$7.75 per hour

Position Summary: The Shop Clerk is responsible for the courteous and efficient reception, referral and service of incoming visitors and calls.

Essential Duties and Responsibilities:

1. Provide Council Shop services: assist customers, serve as cashier, and assist with retail physical inventory.
2. Provide quality customer service via phone and in person to internal and external customers.
3. Perform duties related to receipting and/or internal financial controls as outlined in Council procedures or assigned.
4. Support the achievement of the council's goals and objectives and plan of work.
5. Maintain strict confidentiality when handling sensitive information. Refer questions and inquiries to the appropriate person immediately.
6. Ensure that diversity and pluralism are embraced and incorporated in to the work of the council.
7. Other related duties as assigned.

Requirements:

1. Adhere to Girl Scouts of Michigan Shore to Shore policies and procedures
2. Register as a member of Girl Scouts of the USA

Qualifications:

1. High school degree or equivalent
2. Proven experience in an administrative position, managing activities of varied complexity
3. Experience with Microsoft Office Suite; ability to learn and use specialized computer programs
4. Ability to exercise initiative and establish priorities, meeting deadlines and managing multiple tasks concurrently
5. Excellent customer relations, verbal communication, and organizational skills
6. Ability to learn operation of diverse office machines including cash receipting, copy machine, calculator
7. Ability to maintain confidential information within the department and the council

**To apply for this position, submit a cover letter and resume or an Application for Employment to
Girl Scouts of Michigan Shore to Shore, Attn: Human Resources, via
E-mail hr@gsmists.org, fax (616) 784-8187, or mail 3275 Walker Avenue NW, Grand Rapids, MI 49544**

EOE Committed to Diversity and Equality