CITY OF SELMA

**JOB POSTING**

**POSITION:**  **Sales Clerk**

**DEPARTMENT: Planning and Development**

**LOCATION:**  **Welcome Center**

**STATUS/SCHEDULE:** **Part-time**

**OPENING DATE: February 7, 2022 CLOSING DATE: February 21, 2022**



**Job Summary**

We are looking for an energetic and customer service-oriented sales clerk to work in our store. The sales clerk is responsible for packing shelves, ringing up items for customers and keeping track of inventory.

**Sales Clerk Responsibilities**

* Greet customers
* Answer customers’ questions
* Locate items for customers
* Monitor inventory
* Ring up items for customers
* Elevate feedback from customers to management
* Maintain and balance cash drawer daily with extreme accuracy and secure the money on a daily basis.

**Sales Clerk Requirements**

* Excellent customer service skills
* Ability to remain calm with difficult customers
* Knowledge of cash management procedures and best practices
* Cash counting skills
* Prior experience in retail
* Ability to work in a team
* Flexible work hours
* Have a high school education or equivalent training experience

*THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYEE*

**Applications are available in the personnel Department at City Hall located at 222 Broad Street, Selma, AL 36701 Office hours are Monday –Friday from 8:30 a.m. to 4:30 p.m.**