

Bookstore Assistant

Control physical inventory of student and teacher textbooks. Assign books in the Destiny system. Receive and process cataloguing acquired books. Arrange books in the appropriate space. Help out in the Bookstore area activities.

Education and Certification Requirements:

- Junior High or High School
- Basic knowledge of English
- Basic knowledge of Microsoft software (Excel and Word)
- Knowledge in Library Systems

Qualifications and previous experience required:

- Knowledge in materials control
- Knowledge in materials handling and educational supplies

Duties and responsibilities:

- Supply the book orders to the classrooms
- Assign books loaned to students or teachers through the Destiny system (scanning IDs and books per user)
- Collect loaned books from the classrooms
- Organize books that arrive at and leave the Bookstore
- Catalog new books with tags
- Participate in the physical book inventory
- Assist teachers, students and parents for books being checked out from or back in to the Bookstore
- Check and repair books in bad shape
- Clean shelves and place books
- Organize the inventory of obsolete books
- Help in the activities of the maintenance and office supply storerooms
- Activities mentioned in this Job Description are not limited to the above, and the employee may be required to perform other related activities as assigned that will contribute to the success of their Area/Division.



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Application Procedure: Interested and qualified candidates must submit a (1) résumé, (2) cover letter that includes personal philosophy and (3) an employment application form from website: (<http://solutions.asf.edu.mx/application/>). Please submit all information electronically as a single PDF file.

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