

POS Clerk

Reports to: Assistant Retail General Manager

Job Description:

The POS Clerk performs administrative duties and data entry supporting the high volume of the POS Department. Work with multiple retail technologies including, but not limited to cash registers and the back-office systems. Maintain data points in supporting systems, including purchasing and accounting.

Responsibilities:

- Communicate information about the progress of assigned projects and workload to the POS Manager.
- Ensure successful communication within the POS Team. Collaboratively work in a team environment to solve problems, execute updates, and finish projects.
- Use internal systems to implement the sale of products. Execute the timely processing of new item entries and updates to existing items.
- Maintain accurate data on all systems related to retail operations.
- Preserve thorough and systematic records to document POS transactions submitted by Department Managers and Buyers.
- Facilitate the implementation of Temporary Price Reductions (TPR) for all participating departments.
- Perform regularized audits of item files to ensure accuracy. Execute revisions and deletions of outdated information as needed.
- Perform daily audit and maintenance of shelf signage.
- Provide training to other departments on the proper operation of related technologies such as scan devices and spreadsheets used for POS related activities.
- Assist in other areas of the store/department as needed.

Required Skills, Experience, & Education:

- High School Diploma
- 2+ years of experience managing and maintaining a back-office systems database.
- 2+ years of experience in closing paperwork for shift end in a high-volume sales location.
- Strong communication skills both written and verbal.
- Understanding and familiarity with the Microsoft Office Suite and database software.
- Demonstrated ability to handle multiple demands.
- Ability to project a friendly, outgoing personality and work as a positive team member.

Pay range: \$20.00-\$25.00 per hour (DOE)

Benefits

All full-time positions are eligible to receive the following: medical/dental/vision plan with employer contributions, 401k plan with employer match, supplemental life insurance, and tuition reimbursement. For other benefits that may be included with this position, please reach out to the MCEC Human Resources Department.

MCEC is Native hiring preference for enrolled members of the Nisqually Indian Tribe or other Federally recognized Indian Tribe. Please attach a copy of Tribal ID card with resume.