

VACANCY ANNOUNCEMENT

VA#: 2026-011
Open: 07/01/2026
Close: Until Filled

Position: Bookstore Clerk

Salary: PL-4/1 to 4/30 @ \$10,101 to \$17,938 per annum
(Depending on qualifications)

Location: Bookstore

Description of Duties:

- Responsible to complete sales transaction, carry out stock keeping and inventory control duties as directed and to assist in the maintenance of a clean, tidy, and attractively laid out retail environment.
- Responsible for attending to customers, advising the location and/or price of merchandise, making and recording sales, receiving payment and accurately providing change.
- Performs customer service duties in a friendly, efficient, courteous and helpful manner at all time.
- Assist with the unloading and unpacking of deliveries into the store and will verify correctness of the delivery against packing notes/invoice or appropriate documentation.
- Assist in the processing of purchase and work orders as directed by the Supervisor and in conducting inventory checks.
- Required to become familiar with the features and benefits of the store merchandise in order to locate and recommend products to a potential customer.
- Supervise Work Study Students employed at the Bookstore and continually identify innovative, more efficient, cost-effective ways to satisfy the needs of students, staff, and the community, to make recommendations for implementation of these improvements.

Minimum Qualification Requirements:

Associate Degree in Business Accounting or related field with at least two years of experience in accounting work, and can operate the cash register. Excellent in interpersonal and customer service skills. Must be proficient in Excel and MS Word.

General Information:

Application Forms can be obtained from the Human Resources Division at the above address or at our website <http://www.palau.edu>. Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to the same address. For further information, call the number above or come in and see us.

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