Job Title: Natural Selection Shop Assistant

Job ID: 12203

Project Name: Aquarium

Full/Part Time: Part-Time

Regular/Temporary: Regular

MINIMUM HOURLY RATE: $8.87/Hr.

DUTIES: Provides assistance in the operation of the Waikiki Aquarium's Natural Selection Shop (NSS) including but not limited to: cashiering/sales, opening and closing of shop, counting and deposit of sales receipts, receiving, pricing and stocking of merchandise, providing customer service, supervising/assisting/relieving volunteers, data entry on computer and filing.


EXPERIENCE: One to three (1-3) years of retail experience involving cashiering, sales and merchandising.

ABIL/KNOW/SKILLS: Working knowledge of MS Windows, MS Word, and MS Excel. Able to follow oral and written instructions and demonstrate accurate attention to detail. Must be bondable. Must be able to pass a criminal post-offer background check.

PHYSICAL/MEDICAL REQUIREMENTS: Requires lifting and carrying forty (40) pounds over head.

SECONDARY QUALIFICATIONS: Post-High School education and more than one (1) year of sales experience.

INQUIRIES: Indahwati Soediamto 440-9002 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to “Job Announcements/Apply for a Job.” However, if you do not have access to the Internet, you may apply by submiting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022, mail, or hand-deliver to: Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. Online applications and faxed documents must be submitted/received by the closing date (11:59 P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer

Please apply before 05/16/2012
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