



Mary Help of Christians School

10 E. Del Mar Boulevard
Laredo, Texas 78041 – 2368

Job Description – Sales Support Specialist

General Description

This part- time position reports to the Office Manager.

The Sales Support Specialist will meet all qualifications and behavior standards as set by the Laredo Catholic School Office for staff and as stated in the Salesian Educator Profile. It is primarily the witness and the behavior of all employees that give the distinctive character to our Salesian school. All employees must be knowledgeable and qualified in the content and scope of their work and consider their lived-faith, Salesian philosophy and their Christian life-style just as important as their professional credentials.

In accordance with certification requirements and the performance expectations of the Catholic School Office, the Sales Support Specialist of Mary Help of Christians School, shall meet the following employment criteria:

Primary Responsibilities

- Deliver excellent customer service that ensures ongoing sales and high levels of customer satisfaction
- Assist in ensuring that the product presentation area is clean and organized
- Develop and cultivate strong buying relationship with customers and vendors
- Keep inventory
- Create and process sales orders in a timely fashion
- Perform data entry duties with regards to sales figures, metric and other key data in QuickBooks point of sale
- Collaborate with design and production team to ensure contracted product specifications are executed on time and as agreed.
- Promote Daily sales by advertising
- Submit daily sales and daily Shopify deposits to Office Manager
- Submit monthly report to Office Manager
- Assist the Finance Department

Minimum Requirements

- High School Diploma
- Official Transcripts (if applicable)
- Resume (required)
- Service Records (if you have previous school experience)
- Two (2) references forms from current or previous supervisors
- Strong organizational, communication and interpersonal skills
- Ability to communicate effectively in verbal and written form
- Ability to maintain emotional control under stress
- Driver's License

- Social Security
- Tuberculosis Exam
- Background Clearance

	Never (0-30%)	Occasionally (31-60%)	Frequently (61-100%)	Continuously
LIFTING OR CARRYING:				
1-10 LBS.		X		
11-20 LBS.	X			
21-40 LBS.	X			
41-60 LBS.	X			
61 OR MORE LBS.	X			
PUSHING OR PULLING:				
1-10 LBS.		X		
41-60 LBS.	X			
61 OR MORE LBS.	X			
BENDING OR STOOPING:		X		
REACH ABOVE SHOULDER LEVEL:		X		
DRIVING AUTOMATIC EQUIP. VEHICLE:	X			
WORKING WITH MACHINERY:	X			
CLIMBING:	X			
WALKING:			X	
STANDING:			X	
SITTING:			X	
WORKING IN EXTREME TEMPATURE:	X			

NOTE: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.