

Assistant Operations Manager  
Georgia Southern University

Direct Link: <https://www.AcademicKeys.com/r?job=124367>

Downloaded On: Jul. 21, 2019 11:53pm

Posted Jun. 12, 2019, removed Jul. 3, 2019

<b>Job Title</b>	Assistant Operations Manager
<b>Department</b>	Tech Corner
<b>Institution</b>	Georgia Southern University Statesboro, Georgia
<b>Date Posted</b>	Jun. 12, 2019
<b>Application Deadline</b>	7/1/2019
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Information Technology
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1497822">https://apptrkr.com/1497822</a>

**Apply By Email**

**Job Description**

Assistant Operations Manager

Georgia Southern University

Requisition Number: STA002383

Department: 3902410201-Tech Corner

Position Status: Full-Time

Position Summary:

Tech Corner. The Assistant Operations Manager oversees the training staff on product knowledge and

## Assistant Operations Manager Georgia Southern University

Direct Link: <https://www.AcademicKeys.com/r?job=124367>

Downloaded On: Jul. 21, 2019 11:53pm

Posted Jun. 12, 2019, removed Jul. 3, 2019

promotion; manages inventory by receiving goods and provides regular updates of inventory status.

### Essential Functions

- \* Maintains up-to-date knowledge of all forms of technology including mobile, desktop, tech and accessories.
- \* Receives merchandise into the Point Of Sale system and determines pricing based on formulas.
- \* Oversees the hiring, training, and supervision of Student Assistants by reviewing and revising orientation to products and sales training materials.
- \* Responsible for inventory control and counts through updates and operations of the POS system.
- \* Supervises the Front End Supervisor and service technicians in the in-house service center.

Georgia Southern University is a Tobacco Free Campus.

### Minimum Education Required:

Associates Degree or two years of post-secondary education

Could a level of job-related experience higher than the minimum required for the position substitute for the minimum level of education?: Yes

### Minimum Experience Required:

Three or more years of related work experience

Could a level of education higher than the minimum required for the position substitute for the minimum level of job-related experience?: Yes

### Knowledge, Skills & Abilities:

Effective communication (verbal and written), organization and human relations skills; ability to work well in a diverse environment; proficiency with computer and Microsoft Office Applications software including word processing, spreadsheets, and databases; legally authorized to work in the United States; successful completion of background investigation prior to employment

### Preferred Education:

## Assistant Operations Manager Georgia Southern University

Direct Link: <https://www.AcademicKeys.com/r?job=124367>

Downloaded On: Jul. 21, 2019 11:53pm

Posted Jun. 12, 2019, removed Jul. 3, 2019

### Preferred Experience::

Two or more years of related experience in a retail customer service environment; previous supervision experience

Salary Range: \$36,500

Job Open Date: 06/10/2019

Job Closing Date: 7/1/2019

### Special Instructions Summary:

To apply, visit:

[url=https://apptrkr.com/1497822]https://employment.georgiasouthern.edu/postings/60303

Georgia Southern University provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, sexual orientation, national origin, religion, age, veteran status, political affiliation, or disability. Individuals in need of reasonable accommodations under the Americans with Disabilities Act to participate in the search process should notify Human Resources: (912) 478-5468 or HR-TDD: (912) 478-0791.

[img]https://www.jobelephant.com/img.php?id=1497822&image=logo"/>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Tech Corner  
Georgia Southern University