



The Press – Mount Angel Abbey Bookstore

Card and Gift Buyer/Clerk

Part-time, non-benefited position

Must be available to work weekends

\$11.25 per hour

The Bookstore Card and Gift Buyer/Clerk position performs a broad range of duties, which may include:

- Embodies Benedictine hospitality by graciously greeting customers; provides orientation to the Abbey grounds and surrounding community.
- Purchases cards, gifts and other religious items; maintains appropriate inventory levels; anticipates seasonal items to have on hand.
- Researches special orders; prepares purchase orders as buyer; receives orders as they arrive.
- Responsible for maintaining displays, merchandising.
- Restocks bags, card rack and coffee products as needed.
- Stocks for special occasions (i.e. 7 Sacraments, Easter, Graduation, Mother's and Father's Day, Saint Feast Days, Thanksgiving, and Christmas).

The Press
Abbey Bookstore & Coffeehouse
“One of Mount Angel Abbey’s Hidden Treasures!”

All sales at the bookstore support the monks of Mount Angel Abbey and their work in the seminary.

Thank you for considering Mount Angel Abbey in your job search. Mount Angel Abbey is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status or military service or any legally protected classifications. No application

will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

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www.mountangelabbey.org