

Job description

Description of Position

Gamezenter ("GZ") is looking for a detail-oriented individual to take the role of Gamezenter's Retail Administrator. The role will be responsible for operations, book-keeping, and other administrative tasks related to the daily functioning of the GZ, answering to the general manager.

Work hours are expected to be from 9:30pm to 6pm, M-F, inclusive of a 30 min unpaid lunch break. On rare occasions, the position may need to assume a staff evening shift, if the store is experiencing scheduling difficulties.

Responsibilities

The position will be accountable for the following day-to-day responsibilities:

- Enter bills and invoices and other book-keeping tasks
- Audit cash-drawers, deposit cash, procure change for cash-drawers
- Process payroll, calculate quarterly bonuses
- Review sales tax reports and filing
- Evaluate inventory levels and plan inventory counts
- Maintain compliance with municipal and federal licenses
- Process product re-orders, assist GM with evaluating order levels
- Update and maintain product and system data
- Troubleshoot, create, and analyze various reporting related to store inventory and performance
- Assist parent company with quarterly financial reports
- Purchase supplies

Job Type: Full-time

Salary: \$20.00 - \$24.00 per hour

Benefits:

- 401(k)
- Dental insurance
- Employee discount
- Health insurance

- Paid time off
- Vision insurance

Experience level:

- 1 year

Shift:

- Morning shift

Weekly day range:

- Monday to Friday

Ability to commute/relocate:

- Saint Paul, MN 55113: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Customer service: 1 year (Preferred)

Work Location: In person