

**NOW  
HIRING**

**HELP WANTED AT THE ERA OFFICE**

**Position: Office Clerk-Part time**

**Work Location: Building A17 14170 Kirkham Way  
Room 1016 Poway, CA 92062**

**Workdays: Tues-Friday (Closed every other Friday)**

**Hours: 11:00 am - 4:00 pm**

**Duties include: 1) taking orders for and selling discounted tickets and GA logo merchandise to ERA members; 2) keep detailed recording of sales information; and 3) some driving to deliver tickets and or merchandise to other ERA locations.**

**Please contact Linda Watson, the ERA Office Manager, at 858-455-3305 to ask for further information and/or apply.**

**Job description available on website: [www.ga-era.org](http://www.ga-era.org)**



**COME JOIN OUR HAPPY TEAM!**

GA EMPLOYEE'S RECREATION ASSOCIATION (ERA) OFFICE CLERK POSITION

WORK LOCATION: GENERAL ATOMICS Poway Building A17 room 1016  
14170 Kirkham Way Poway, CA 92064

ERA OFFICE HOURS: 11:00 am – 4:00 pm

DAYS: TUES-THURS AND EVERY OTHER FRIDAY

ARRIVE BY 10:45 a.m.

CLOSE the office at 4:00 p.m. and leave when paperwork is complete – Usually 4-4:30p.m.

Pay: Minimum wage to start.

**Duties:**

Open ERA Store/Office per Instructions (Example: Open Signage; Placing items on display) (Reverse for Closing)

Answer Phone/Assist Members with Inquiries

Return Phone Calls

Check & Respond to e-mail, Interoffice & US Mail

Sell Products On-hand to customers

Take Orders for Products Not On-hand

Must be able to pick up and deliver merchandise to various satellite office locations weighing up to 50 pounds using your vehicle.

Must be able to transfer merchandise to our satellites through the shipping department.

Make credit card transactions using the Point of Sale system.

Balance Books & Account for Credit Card Sales

Keep a daily accurate account of all inventory

NOTE: All mileage will be reimbursed at the government rate.

Assist the ERA Office Manager in other duties as required.

**Requirements:**

Must be 18; and be a US Citizen or have proper papers to work in the US

Valid Drivers License & Registered Vehicle with proper insurance

Knowledge of using the following office equipment and computer programs:

Point of Sale system

Computer (PC) & Multiple Printers

Word, Excel, and Outlook

Calculator

Phone / Fax

Must have good math skills

Must have good organizational skills and be detail oriented

Must be a people person with a friendly, positive attitude

Must be fluent in English with good reading, writing, and spelling skills

Retail sales experience desired

Ability to be flexible working different days and hours to fill in for vacationing/sick/absent staff member(s) in other ERA offices.

Ability to be flexible in working at all ERA locations to fill in for vacationing/sick/absent staff member(s)

Application Procedure:

Submit resume & 1 GA Reference, or 2 non-GA References, to the ERA Office Manager at:  
ERA.Office@ga.com

Hiring Procedure:

Interview #1 – Linda Watson, ERA Office Manager, 858-455-3305

Interview #2 – Tonya Aubuchon, President ERA Board

Final Decision – Full ERA Board of Directors

There is a 90-day probationary period to evaluate job performance

PLEASE NOTE: GENERAL ATOMICS is NOT the employer. Paid ERA office staff are employees of Employnet, Inc. All paid positions are part-time. There are NO paid benefits.