

SALES CLERK

JOB DESCRIPTION

We are in the process of re-envisioning our Gift Shop and Art Gallery. To add more efficiency to our service, we are looking for friendly, passionate, professionals with experience in retail sales and customer service. We are open seven days a week, from 9:00 a.m. to 9:00 p.m. Currently we are only hiring part-time staff, but the best candidates will advance to full-time after a trial period of 30 days. We offer a competitive salary depending on skills and experience.

JOB RESPONSIBILITIES:

- * Greet customers and if their first time, give them a brief overview. Express the pleasure of allowing them to browse, but keep an eye on them (from a distance) to see where their interest may lie.
- * Be available to them, but not hovering to make them feel they are being watched.
- * Be ready to suggest items that might be of interest to the customer, based on what may seem to be their interest.
- * Develop a sixth sense as to whether they wish help or are happier on their own.
- * Process sales transactions at the point-of-sale counter.
- * Replace merchandise on the shelves, racks, walls, or display cases when needed.
- * Responsible for keeping all counters, shelves, floors and windows clean.
- * Must be courteous and helpful to customers and give the appearance of genuine interest in their business.
- * Responsible to keeping uniform, neat and clean and presenting oneself in a well-groomed manner. This includes hair, fingernails, teeth and breath of course. Comfortable and clean footwear.
- * Take the time to learn the significance of the merchandise and any stories that may enhance or encourage a sale of said item.
- * Understanding that whatever is happening in your personal life gets left at the door when you come to work. No gossiping with staff or about customers.

JOB REQUIREMENTS:

- * Must have excellent communication skills.
- * Basic reading and math skills.
- * Experience in a similar work environment is useful, but also a willingness to be trained is very essential.
- * Ability to operate a cash register or computer based sales program.
- * Ability to understand and carry out directions or ask questions for clarity.
- * If while waiting on one customer, another seems anxious to be served, speak to them that you will be with them shortly, or call another clerk to assist. No one likes to think they are unnoticed.
- * Moving about the shop to keep an eye on the merchandise, but also allowing oneself to straighten or re-position items, looks industrious.
- * Ability to know when items need to be replaced or reordered and advise the manager in an appropriate manner provided.
- * Where applicable learn customers names or their likes and dislikes. Everyone appreciates being acknowledged.
- * Friendly and courteous phone manner whenever customers call in regards to items they may be seeking. Check with manager as to long distance sales and mailing or shipping options.

THREE RELEVANT REFERENCES REQUIRED.

CURRENT SECURITY CHECK REQUIRED.

If you are interested in applying for this position at The Gallery Café, Native Renaissance 2, send your resume to nardakj@bell.net . Deadline is May 31, 2018.