

Job Description

- Seasonal Gift & Merchandise Associate

Job Type:

- Seasonal Part-time, Full-time

Main Purpose and Scope

- We are seeking a Gift Shop Associate is responsible for customer service, cashiering, bagging merchandise, opening and closing the store, receiving, pricing, merchandising, inventory, as well as maintaining organization and cleanliness of the gift shop. This position is for weekdays and weekends.

Responsibilities:

- Greet all guests and co-workers with a warm, personal, friendly manner.
- Greet guests and help determine what their wants or needs are; recommend and select items based on guests' information and requests.
- Describe and show items, explaining the care and use of items; help guests obtain the proper size.
- Use point of sale system to ring in purchases, and receive and process debit, credit, Apple and Google payments.
- Maintain knowledge of current inventory, policy regarding payment and exchanges, and security information.
- Maintain all required records related to sales.
- Inventory and arrange stock, keep sales area clean including shelves, floor, and counters, ensuring all merchandise is presented in an appealing manner.
- Assist Retail Merchandiser with the ordering, receiving, and inventory as needed.
- Must be dependable, report to work as scheduled and on time, and follow all policies regarding scheduling and attendance.
- Work in a safe manner and report any safety concerns; personal, employee or guest injury.

Qualifications:

- Previous experience in retail sales or customer service preferred
- Strong communication skills, both verbal and written
- Basic math skills for handling cash transactions
- Ability to work in a fast-paced environment and multitask effectively
- Excellent time management skills to prioritize tasks and meet deadlines

Note: This job description is intended to provide a general overview of the position. It is not exhaustive and additional responsibilities may be assigned based on business needs.