

Job Description

RESALE SALES ASSOCIATE- PART TIME 20 HRS

NATIONAL COUNCIL OF JEWISH WOMEN – ST. LOUIS SECTION

Job Title: Sales Associate Resale Sales

Reports To: Store Manager

General Objective: To provide customer service to Customers and Donors. To provide a clean and well - organized Shop and Donation Center while advocating to tell the story of where the money goes.

Position Description: Join our team of resale enthusiasts today. We are looking for a dedicated employee to provide direct assistance to our shoppers in our resale shop. The Resale Shop is a 501 (c) (3) organization. The proceeds from donated items go to support our many programs and projects supporting women, children, and families in the St. Louis region. Sales Associates are responsible for: staffing the cashier desk, providing direct customer service to customers, maintaining a clean and well-organized sales floor, assisting donors and volunteers as needed and other resale related sales tasks.

Specific responsibilities include:

- a. Provides excellent customer service to all customers.
- b. Assists donors as needed.
- c. Staffs cashier desk with integrity and accuracy.
- d. Answers phones in a professional and courteous manner.
- e. Maintains appearance of the Shop by cleaning, organizing and replenishing stock as needed following all sizing and color guidelines in a timely manner.
- f. Keeps fitting rooms tidy.
- g. Assists with floor moves.
- h. Staffs in-shop special events.
- i. Works with Store Manager to help design marketing promotions and in-shop specials based on current merchandise levels.
- j. Perform other duties assigned by Store Manager and supervisors.

Staffing needs:

- a. Ability to lift 20 pounds or more
- b. Ability to stand for long periods of time
- c. Ability to maneuver stairs
- d. Detail oriented
- e. Customer service driven
- f. Selling skills
- g. Organized
- h. Personable and presentable
- i. Outgoing and friendly
- j. Flexible
- k. Self-Motivated
- l. Ability to multi-task
- m. Passion for the mission

NCJWSTL is an equal opportunity employer. This is a part-time position. Starting rate \$15hr.
Some evenings and weekends required. Closed Sundays.