

Job Description

SEASONAL RESALE SALES ASSOCIATE- PART TIME

NATIONAL COUNCIL OF JEWISH WOMEN STL – THE RESALE SHOP

Job Title: Resale Sales Associate, Seasonal – Summer

Reports To: Shop Manager

General Objective: To provide outstanding customer service to every guest of The Resale Shop. To provide a clean and well-organized Shop while advocating to tell the story of where the money goes.

Position Description: Resale 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. Performs other duties as assigned by Shop managers.

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

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 this summer. 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.

NCJWSTL is an equal opportunity employer.

This is a 100% in-person, part-time, seasonal position. The Resale Shop is open Monday – Saturday. Some evenings and weekends are required. Starting rate \$15hr.