JOB DESCRIPTION: SALES ASSOCIATE

THE RESALE SHOP-NCJW-ST. LOUIS SECTION

Job Title: Sales Associate-PART TIME

Reports to: Manager of People and Culture

Position description:

1. Promotes and practices the mission and values and follows the policies and procedures of NCJWSTL and The Resale Shop.

2. Support along with the Assistant Manager in the Resale Shop to maintain a clean and organized resale store.

3. Provides excellent customer service and able to resolve customer issues with management support

4. Staff the POS cash register desk to ensure customer purchases are handled with integrity and accuracy

5. Helps to promote the Customer Rewards program, Donation Center and share information about the projects of NCJWSTL

6. Answers phones in a professional manner and able to direct customers or donors to the proper department

7. Supporting the Brand Manager with merchandising the sales floor and overseeing an area of responsibility as assigned by Manager of People and Culture. Has accountability for an area of responsibility on the sales floor to include filling, ticketing, merchandising and organizing to standards

8. Maintaining a safe shopping and working environment within The Resale Shop and the Donation Center. Maintains appearance of the Shop by cleaning, organizing and replenishing stock as needed following all sizing and color guidelines

9. Staffs in-shop special events

10. Performs other duties as assigned by Assistant Manager or Manager of People and Culture

Other tasks:

· Be a Brand Ambassador for The Resale Shop. Support Social Media marketing

· Must be able to stand for long periods of time

· Must be able to lift up to 20 pounds and maneuver up and down stairs

· Weekends and some nights availability are required. Special events may require a change in normal work schedule

· Other tasks as assigned

Qualifications:

a. Experience in retail sales and customer service.

b. Self-motivated. Shows initiative

c. Excellent selling and organizational skills

d. Able to establish good working relationships with both staff and volunteers

e. Flexible. Ability to multi-task

f. Personable and presentable

g. Able to operate a cash register and other software

h. Exceptional work ethic, attendance and initiative

i. Has a passion for the mission

This is a **PART-TIME** position with benefits that include employee discount generous PTO and 401 (K) matching.

· 401 (k) matching

· Paid Time Off

· Employee Discount

· Flexible Schedule

Shift:

· 4-hour shift

· 8-hour shift

· Day shift

· Weekend shift

· Must be flexible for shift changes based on special events outside of normal shop hours.

Position is in St. Louis, Missouri 63141

This is **NOT** a remote position

The Resale Shop is a 501(c) (3) organization. The proceeds from donated items to support our many programs and projects supporting women, children, and families in the St. Louis region.

Pay: $17.00 - $19.00 per hour

Benefits:

- 401(k) matching
- Employee discount
- Flexible schedule
- Paid time off

Education:

- Associate (Required)

Experience:

- Retail Sales: 1 year (Required)

Ability to Commute:

- St. Louis, MO 63141 (Required)

Work Location: In person

NCJWSTL is an Equal Opportunity Employer.