girl scouts
heart of michigan

Job Title:	Retail Sales Associate	**Reports To:**	Retail Sales Team Leader
Department/Group:	Retail Sales/Customer Service	**Job Code/ Req#:**	40330
Location:	MI – Cornwell's Turkeyville	**Travel Required:**	Yes
Level/Salary Range:	Commensurate with experience	**Position Type:**	Part-Time, Non-exempt
HR Contact:	Ashleigh Crisp Hobart	**Date posted:**	January 30, 2013
Will Train Applicant(s):	Yes	**Posting Expires:**	When position is filled

Applications Accepted By:

FAX OR E-MAIL:	**MAIL:**
(269)492-1439 or hr@gshom.org Subject Line: Retail Sales Associate **Attention:** HR Department	HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008

Job Description

ROLE AND RESPONSIBILITIES

1. Will be based in the Girl Scout Retail Store at Cornwell's Turkeyville and work at the Girl Scout Retail Store in Kalamazoo or Lansing on an as-needed basis
2. Provide excellent customer service to volunteers and customers
3. Will assist in coordination of all aspects of the shop sales to assure retail remains a viable funding source for the council
4. Must demonstrate a positive, professional attitude while maintaining a great rapport with customers while assisting them with processing their orders
5. Comfortable and experienced working in a computerized environment
6. As a team member, will work with the display and inventory of merchandise
7. Set up advertising displays and arrange merchandise on counters or tables to promote sales
8. Accept payment and make change
9. Remove and record amount of cash in register at end of shift
10. Keep the store clean and orderly
11. Obtain, receive and ship merchandise as needed from other Girl Scout Retail Shops
12. Answer customer and volunteer questions about Girl Scouting
13. Answer multi-line phone and transfer to appropriate staff member
14. Will help with data entry of membership registrations as needed throughout the year
15. Complete other tasks as assigned by supervisor

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QUALIFICATIONS

- Prior retail and non-profit experience preferred
- Ability to read and interpret documents such as department manual
- Possess excellent math and oral communication skills
- Able to work in a team environment
- Willing to become a member of the Girl Scouts of USA
- Have the ability and initiative to work independently and work well with all levels of volunteers/staff
- Must be able to work with minimum supervision under stressful conditions
- Be able to lift and/or manipulate up to 50 lbs

WORK SCHEDULE

- Evening and weekend hours
- Must be flexible with scheduled hours
- Will work up to 30 hours per week depending upon needs

BENEFITS

- Vacation
- Sick
- Personal Days
- Floating Holiday

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.