

## **Now Hiring:**

### **P/T Sales Associate with Management Responsibilities for a busy Catholic Religious Store**

#### **Qualifications:**

- Must be a practicing Roman Catholic
- Sales Experience, Retail preferred (Required)
- Customer Service (Required)
- Management experience (Required)
- Knowledge of visual merchandising and creating eye catching displays
- Marketing experience a plus!
- Experience working in a Church environment a plus!

#### **Full Job Description:**

Are you strong in faith and looking to share it with others in a rewarding and fulfilling way? If so, keep reading about this exciting job opportunity...

We're not just your favorite religious store but we are also an important ministry within our community!

We are looking for an energetic, ministry-minded and professional sales associate to assist with and oversee the tasks necessary for our growing Catholic religious store.

Our customers are religious and primarily from a Catholic-based foundation, our ideal candidate would have familiarity and experience in this area whereas their ability to accurately assess customer's needs can be utilized to full potential.

Our ideal candidate must possess a strong work ethic, be mission driven and have a can-do, enthusiastic perspective. Creativity is a plus! Candidate will work closely with the Store Manager and be an integral part of a team, helping our store and ministry serve.

#### **The following are very important for the success of employees and our store:**

- High level of professionalism
- Ability to work with, motivate, and manage employees by modeling excellent customer service, merchandise handling and display skills
- Excellent communication skills; phone, written, verbal and with one another
- Technology savvy; proficiency in Microsoft Word and Excel, email, communications applications/ social media and willingness to adapt to and/or learn new programs
- Ability to listen and problem-solve effectively

Our store is open Tuesday through Friday 10am – 4pm. Availability is needed for our regular operating hours and for special events that may occur in the evening and weekends, as scheduled.

#### **Responsibilities:**

- Ability to open and close the store as scheduled
- Ability to engage customers and help them feel welcome, assess customer's needs and provide assistance and information on merchandise
- Ensure high levels of customer satisfaction through excellent sales service, go the extra mile

- Process POS (point of sale) purchases, customer orders, and handle return of merchandise
- Accurately generate special orders for customers
- Create and maintain merchandise display themes to highlight monthly feast days and celebrations
- Ensure that the cleanliness and organization of the store and stock room is maintained daily
- Assist store manager in overseeing the daily operations of the store and employees
- Assist store manager with keeping accurate inventory, purchasing and timely processing of incoming merchandise
- Assist store manager in creating and executing in-store and special events, monthly
- Be willing to assist in other responsibilities as assigned

Applicants should be able to:

- Work flexible shifts which may include evenings and weekends
- Stand on feet and move around for extended periods of time
- Lift and move boxes up to 20 lbs.