

Position:	Retail Sales Associate
Location:	Salt Lake City
Classification:	Full/Part-time, Hourly
Grade:	Level 3

Accountabilities

As a team member of the Retail Sales team, you represent the Girl Scouts of Utah and must abide by the Girl Scout purpose and Law. In this position, you will have the opportunity to interact and provide insight on the girl scout experience/journey.

- Retail Sales Associate will manage the day to day functions to support the retail operations, Trading Post (store at camp locations), and Mobile PoPuP Shop as scheduled.
- Provide excellent customer service to all volunteers, troop leaders, girls and their families, staff members and visitors.
- Responsible for opening and closing the store and securing GSU building at the end of the work day.
- Ability to perform multiple tasks in a fast paced environment
- Process customer transactions using the POS system, actively engage in conversation to make sure we are meeting the needs of the customer. Follow GSU cash handling procedures.
- Receive and process freight via USPS, UPS and/or FedEx. Inventory all items on packaging slip(s) and report any discrepancies to Retail Sales Manager.
- Assist Retail Manager with placing product on the sales floor, pricing, signage and other merchandising directives and strategies by GSUSA.
- Participate in management of the retail store inventory including (but not limited to) daily, weekly and annual inventory practices to ensure proper accounting and re-ordering of products as needed.

Qualifications

- High school diploma or equivalent.
- Minimum one year face to face customer service experience.
- Must be computer proficient in Microsoft office. Experience with Salesforce is preferred. .
- Outstanding customer service skills while working with a variety of people. Excellent oral communication skills with the ability to speak clearly in person and over the telephone. Ability to draft business related email communications.
- Strong organizational skills, ability to multi-task, and demonstrated ability to handle high-volume tasks with accuracy.
- Demonstrated ability to maintain confidentiality with work-related information.
- Ability to sit at a work station and view a computer screen for up to 2 hours at a time.
- Work times may vary depending on work load and time of the year; occasional evenings and weekends will be required.
- Must be 21 years old and a clean driving record and reliable transportation as you will be expected drive to post office and bank frequently.

Compensation & Benefits

- Starting salary of \$11.00 per hour.
- Employer matching 401(k) plan, flexible spending account, and EAP.
- Generous paid time off and paid holidays Paid week off between December 24 and January 1.
- Position posted for immediate placement.
- Position open until filled.

Application Process

Send resume and completed Girl Scout

Employment Application to:

Human Resources

Girl Scouts of Utah

445 E 4500 S Suite 125

Salt Lake City, UT 84107

Or visit our web site:
www.gsutah.org
About Us / Employment

Email: sjohansen@gsutah.org

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