



**Job Title: *Part-Time Sales Floor Assistant Manager / Cashier***

Monarch Market, Shoppes to Inspire, a boutique marketplace that inspires your lifestyle is NOW HIRING! We are a locally owned boutique that is growing and hiring a year-round ***Part-Time Sales Floor Assistant Manager / Cashier***. We are looking for just the right person who is not only trendy and has a keen sense for fashion, home decor and client relations but who also has had previous retail sales & team lead experience.

**Main Responsibilities:**

- Main duties include opening/closing store procedures & daily POS management
- Inventory entry & tag printing for over 80 merchants (shoppe owners) that have shoppe space inside the store
- Assist in tasking duties to merchants and part time associates working on the sales floor
- Weekly communication related to product needs and low inventory to Merchants
- Main go to person on the floor for questions related to refresh of inventory, barcoding & sales/specials notices
- Ability to take on some Shoppe Manager tasks when needed (will be fully trained for this in time and as need arises for more duties to be taken on with growth of shoppe)
- Track supply needs and maintain notification to Shoppe Manager with supply orders necessary
- Strong ability to sell and goal driven
- Ability to work independently, stay on task, be self-driven and motivate to help shoppe succeed
- We require the candidate be hard working, trustworthy, reliable and loyal with a positive attitude who leads a team by example. Candidate must have a genuine passion for the customer service industry and enjoys client engagement and relationship building, as we are an experience-based boutique and that begins when they walk in the door.
- \*This position will grow around your abilities and drive to take it to the next level\*

**Skills Summary:**

- Previous experience related to supervising/management with a customer service aspect. Prior clothing, boutique or home décor / furniture retail experience would be great but not necessary. Ideally, we are looking for a strong leader who is willing to be trained to our retail culture.
- Enjoys connecting with customers and demonstrates a positive and enthusiastic attitude
- Demonstrates knowledge of store product to help customers make purchases
- Strong computer and POS system skills desired, but our system can be taught with a good foundation of windows/computer knowledge
- Ability to communicate effectively with customers, co-workers, and management is a must
- Ability to work a flexible schedule, including weekend and holiday availability

**Salary:** Competitive industry wage for similar positions DOE / Hourly

**Job Type:** *Part-Time*

**Hours Needed:** *Wednesday – Saturday 9:45-5:00PM*, some flexibility required and special events with notice may be necessary. Approximately 29 hours a week.