

Re-Mix is Hiring!

Job Title: Sales Associate, Re-Mix Vintage Shoes

Start Date: Position is available immediately

Hours Per Week: 18-20, with potential for more

Work hours: 12pm-7pm M-Sa, 12pm-6pm Su / Schedule to be coordinated with other sales staff

Compensation: \$12-\$14 per hour, DOE

Responsibilities:

- Provide excellent customer service in the retail store
- Answer the phone and respond to queries
- Make routine checks of inventory and stock levels
- Organize and put away shoeboxes when new stock is added
- Perform light cleaning duties (for example, vacuum store and dust shelves)
- Pull stock and check shoes for online orders
- Process returns and exchanges in conjunction with shipping manager and other staff
- Communicate effectively with other staff and the owner about customer service issues or questions that are unresolved, changes in work schedule, etc.

Desired Skills and Qualities:

Re-Mix is a small business and we're looking for a self-starter who is willing to innovate and adapt to improve the business. Most of all, this is a customer-service oriented position, so you must enjoy helping people find the right shoes, be they costumers, swing dancers, out of town visitors, wedding shoppers, or new customers intrigued by something they saw in the window.

- 1-2 years customer service experience in a retail environment or equivalent
- Friendly disposition / people person
- Patience and thoughtfulness when working with customers
- Cooperative and can-do attitude when working with other staff
- Basic web skills (For example, enter information into a web form and save changes, check and respond to webmail, enter data into Google Spreadsheets, etc.)
- Willingness and ability to climb tall ladders and carry stacks of shoeboxes
- Integrity and self-reliance (There is not a lot of supervision in this position and you may be working in the store alone at times, so we are looking for someone who will be able to take initiative and have good judgment in making decisions, as well as reach out to other staff/store owner when you have questions.)
- Timeliness (especially, if you're opening the store) and willingness to stay late (on the occasion that a customer is still trying on shoes past closing)

How to Apply:

Interested applicants should send a resume and brief cover letter explaining why they want to work at Re-Mix to apply@remixvintageshoes.com, or drop it off at the store during business hours.