

Coming Hour Sales/General

Job Title: Sales Artist
Department: Sales&General Work
Reports To: Director of Operation
FLSA Status: Non-Exempt
Prepared By: Matt
Prepared Date: 4/18/2016

Summary Provide support to sales, maintenance, administration, and general upkeep and operations of Coming Hour. The job may expand or adjust if an individual brings unique skills that may be helpful to the growth or operations of Coming Hour.

Essential Duties and Responsibilities include the following. Other duties may be assigned.
Monitors the sales floor and helps all customers find the items they are looking for.

Checks customers out at POS.

Answers incoming calls as appropriate.

Organizes inventory, back-stock, or other items/rooms/spaces.

Greets all incoming visitors, students, parents, and customers.

Administrative work such as word processing, filing, or scheduling.

Processing and packaging items for shipping.

Vacuuming, cleaning, and other duties related to cleanliness and appearance.

Lifting or moving items of various sizes.

Other duties as assigned and appropriate.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Pursuing or completed high school diploma. Must have some awareness of music industry and a fascination with music related equipment.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to see opportunities and take initiatives in a new and developing position.

Computer Skills

Computer experience including Microsoft office: excel, word, acces; social media; and can learn simple web-based applications.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally required to use basic hand tools. The noise level in the work environment is usually moderate, but may be reasonably louder in short durations.