



## JOB POSTING - SALES ASSOCIATE

**Job Title:** Sales Associate  
**Reports To:** Store Manager  
**Date:** Summer / Fall 2021

### About Mirena's Fashions

One Step Ahead For All Your Dancewear Supplies!

Mirena's Fashions Inc. is a Canadian Company established in 1996. Mirena's was originally started solely for the purpose of making custom costumes. It quickly expanded into providing apparel, footwear, accessories and so much more to meet all the needs of dancers, gymnasts, and figure skaters.

You can shop in our store or online. You will find a great selection of merchandise; dancewear, tights, shoes, figure skating attire and gymnastics suits.

### Job Summary – Overall Accountability

Provide courteous and professional service to customers, market current promotions and products through appropriate suggestive selling, monitor and secure store assets, and maintain store conditions to company standard for cleanliness and organization.

### Specific Accountabilities (Responsibilities)

1. Deliver exceptional customer service to customers ensuring Mirena's Fashions standards are met or exceeded
2. Maintain a consistent and current level of knowledge on Mirena's Fashions product selection and promotional items and programs to effectively service customers and suggest alternative or incremental product
3. Maintain a positive work ethic and working relationship with all store Associates
4. Handle customer issues or disputes with proper notification given to the Manager-on-Duty as required
5. Through attentive customer service, monitor and secure company assets minimizing or eliminating theft. Report to store management, any occurrences of internal or external theft or other criminal activity, actual or potential
6. Assist in the training of new associates as required
7. Follow store-operating procedures and perform all shift duties as assigned by store management
8. Attend and participate in shift huddles and staff meetings as scheduled by store management
9. Participate in store inventory taking on a periodic basis as scheduled by store management

### Areas of Knowledge/Technical Skills

- Positive attitude and work ethic as an individual and as part of a team
- Strong customer service skills including "suggestive selling"
- Passion for, and good performing arts knowledge



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### Education/Work Experience

- Previous customer service/retail experience an asset
- Completed or in-process of high school education

### Additional Information:

This job description may not be inclusive of all responsibilities necessary to contribute to the success of Mirena's Fashions and is subject to change from time to time.

*Mirena's Fashions is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and customers.*

### How to Apply:

Please send your resume and a cover letter to [mirenafashions@bellnet.ca](mailto:mirenafashions@bellnet.ca). NO PHONE CALLS PLEASE. Only successful applicants will be contacted for an interview.