



## **Retail Assistant – Seasonal – Part Time**

- Greet visitors and assist customers
- Accurately handle cash register operations and cash transactions
- Work efficiently to minimize customer wait time while maintaining customer service and accuracy
- Make the guest aware of current and upcoming sales and offers
- Stock and maintain candy counter
- Stock supplies during store hours
- Answer phone, enter and process online and wholesale orders
- Timeliness of wrapping and packing of chocolates and novelty items
- Prepare and ship online orders
- Light cleaning duties
- Learn about the chocolate production process and help with production during busy season
- All other duties based on business needs

### **Qualifications for Retail**

- Must be able to lift 50 pounds
- Must have exceptional attention to detail
- Excellent customer service skills
- Strong organizational and time management skills, and ability to prioritize
- Must be a self-starter and driven
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Must be proficient with Microsoft Office, Excel and Google products
- Shopify knowledge a plus.