



ARCHIPELAGO SALES AND PRODUCT ASSOCIATE

Archipelago, the Island Institute's retail store, seeks reliable, personable candidates for a part-time, year-round hourly (20-30 hours/week) sales position. The hourly rate is \$12.00.

LOCATION: 386 Main Street, Rockland, Maine

POSITION SUMMARY

The position of Sales Associate with Archipelago, the Institute's retail store and fine arts gallery, provides outstanding customer service to shoppers in a unique made-in-Maine shop and gallery setting. Over 250 artists, crafters and authors from 15 different islands and the coast of Maine are represented in the store. This position has duties in both the front of the house and back of the house. The Sales Associate reports to the Archipelago Director.

Qualifications

- High school diploma or equivalent preferred
- Strong skills in customer service and creating a positive sales environment
- A high level of proficiency with computers, familiarity with inventory management a plus
- Knowledge of sales fulfillment procedures
- Relevant product and artist knowledge and training
- Experience in a retail, customer service, or sales environment
- Excellent communication skills and high level of customer service orientation
- High energy level, patience, initiative, honesty, ability to work within a team, and ability to multi-task when the store is busy

Essential Job Functions

- Greet customers and provide assistance in determining needs and interests to recommend, select, and help locate the right merchandise
- Answer customer queries regarding the store, the merchandise and artists, the Island Institute's work and membership benefits
- Operate the sales register and all associated tasks
- Restock and straighten merchandise on a daily basis
- Arrange and display merchandise as directed by the assistant manager or manager
- Maintain a clean, neat and orderly space on the floor and in the gallery
- Place re-orders with existing artists
- Other duties as needed, including:
 - Maintaining the product inventory for Archipelago, including receiving inventory and getting it ready for the floor

- Managing the flow of merchandise through the Point of Sale software and on the Archipelago website

Physical Demands and Work Environment

The physical demands and work environment characteristics 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.

- Physical demands: While performing the duties, of this job, the employee may be required to lift up to 25 pounds up to shoulder level, to climb a ladder or stand on a step stool in order to handle artwork, to place or to retrieve stock from storage areas. The employee may be required to be on his or her feet for the majority of the day.
- Work environment: The noise level in the work environment is usually minimal.

To apply, please submit a single PDF that contains a cover letter, current résumé, and the names and contact information of at least two professional references. The position will remain open until filled, but preference will be given to applications received by Thursday, September 21, 2017. **Please send your PDF application file to: Nancy McLeod Carter at ncarter@islandinstitute.org.**

Based in Rockland, Maine the Island Institute is a nonprofit organization and an equal opportunity "at-will" employer committed to providing equal employment opportunities based upon an individual's ability and qualifications. We do not discriminate against people on the basis of race, citizenship, ancestry, color, religion, sex, sexual orientation, national origin, age, mental or physical disability.