



Position: Thrift Boutique Sales Associates

Reports to: Thrift Boutique Manager

Primary Responsibility

Responsible for assisting the Thrift Boutique Manager with the general operation of the Assistance League's Thrift Boutique to ensure store meets and/or exceeds annual sales and net profit goals.

### **Major Responsibilities**

- Helping with the Online Sales, to include efficiently post auction items online using PC system or phone and accurately locate listed items into inventory.
- Responsible for assisting the Thrift Boutique Manager with the general operation of the entire Thrift Boutique. Working with Thrift Boutique manager, committee & Managers of the Day to assure a smooth operation of the store.
- Help with sales floor as needed.
- Work with volunteers, staff, and customers in a manner which shows sensitivity, tact, and professionalism.

### **Duties and Responsibilities**

- Assist with product rotations.
- Helps to meet department production goals for listing items online.
- Assist with providing appropriate volunteer training in safety, cash register operations, and customer service.
- Attend Thrift Boutique meetings as directed by the thrift boutique manager.
- Interact with volunteers and customers on a daily basis, as an opportunity to extend gratitude and obtain feedback.
- Maintains and assures safety in work areas.
- Maintains cleanliness in storage and production areas.
- Maintains a positive, team-oriented relationship with coworkers and supervisors.
- Demonstrates dependability, honesty, and efficiency.
- Other duties and responsibilities as assigned.

### **Minimum Qualifications**

- Retail experience, thrift and/or consignment store work experience preferred.
- Ecommerce (i.e. eBay, Amazon, Poshmark) a plus
- Be able to proficiently speak, read and write the English language.
- Demonstrate excellent interpersonal communication skills and have a problem solving attitude.
- Basic computer proficiency
- Must be able to multi-task, and work both rapidly and efficiently.

- Ability to figure percentages and perform simple math computations.
- Sufficient eyesight and manual dexterity to differentiate between and classify items.
- Ability to stand for extended periods of time.
- Ability to bend, twist, lift, and carry 50 pounds.
- Eligible to work in the United States of America
- Possess a high school diploma or GED.
- Ability to work weekend hours when necessary.

### **Other Knowledge, Skills and Abilities**

- Be a self-starter with excellent time management skills.
- Possess a collaborative way of working.
- Behave professionally in manner and appearance.
- Be consistently organized, flexible and the ability to work independently.
- A team player with demonstrated experience working with multiple groups or departments.
- Work with volunteer groups a plus.

### **Physical Demands**

The person in this position needs to be able to stand, walk and bend over physically.  
Use hands/fingers and frequently lift and move donations weighing up to 50lbs.

### **Salary**

Part time position \$16-18/hour | flexible schedule | Send resume & cover letter to: [search@alphx.org](mailto:search@alphx.org) to apply. No phone calls please.