

SS Graphics Employment Opportunity

2114 Washington – Great Bend KS 67530 * s.s.graphics@hotmail.com * SSGraphics.org * 620.617.5624

Retail Associate

My growing business is looking for someone to fill a storefront position. This person must have great attention to detail and enjoy working with the public. This position would offer 20 hours per week, minimum wage to start with regular performance evaluations. Raises will be completely dependent upon the results of the performance evaluations. Hours will be Monday-Friday, 2:30PM – 6:30PM, after a short training period is complete.

Responsibilities:

Write detailed customer design requests for custom orders.

Provide exceptional customer service.

Make sure the entire shop is clean and presentable – according to the cleaning schedule.

Display newly received inventory.

Greet customers as they enter the store.

Ask customers what they're looking for and offer at least 2-3 recommendations.

Utilize the POS system to manage financial transactions.

Arrange for delivery or pickup of custom orders.

Upsell extra items when appropriate.

Balance the cash drawer daily.

Send thank you notes to new customers that provide mailing addresses.

Manage window displays.

Build relationships with customers and go the extra mile to make them feel like family!

Skills Desired:

Basic Math skills.

Proficiency in English.

Ability to work with little instruction and highly self-motivated.

Excellent verbal and written communication skills.

Friendly and energetic personality with a customer service focus.

Must be efficient with computers.

Willingness to become an expert on the merchandise.