



Sales Associate

Reports to the Craft Shop Manager

Position Summary

A Sales Associate is responsible for sales activities, from greeting and assisting customers, suggesting items, and providing product information. Individual responsibilities may include demonstrating outstanding customer service and selling skills, unpacking and processing inventory, shipping, inventory control, and general facility cleaning and organizing. The position is part-time (20 hours) and includes weekend work. Employee must work as a team player and possess ability to follow specific instructions.

Position Responsibilities

- Possess excellent customer service skills
- Perform sales transactions to include recording and processing sales, balancing cash register, and preparing deposits
- Assist in all forms of shipping, unpacking and processing inventory, inventory control, cleaning and organizing as assigned
- Barcode and post inventory into Point of Sale system
- Other duties as assigned

Education and Experience Requirements

- Minimum of high school diploma or GED; some college preferred
- Knowledge of Folk School programs and crafts helpful
- Experience in retail, excellent computer sales and POS system preferred; knowledge of computer systems, use of social media and on-line retail systems
- Must have dependable transportation and a valid North Carolina driver's license

Physical Demands

The position requires the ability to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. Requires the ability to regularly sit and to work at a computer. Frequently required to use hands to finger, handle, or touch objects, tools, or controls and to talk fluently. Must be able to work while standing for long periods of time, occasionally lift up to 40 pounds, and be available to work weekends and holidays.

Applications

Please submit the following materials by e-mail at jobs@folkschool.org, or by USPS to:

Human Resources Manager
John C. Campbell Folk School
One Folk School Road
Brasstown, NC 28902

1. Cover Letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact Information for three professional references.

Review of applicants will begin immediately and continue until position is filled.