Dot Reeder

Title: Retail Sales Associate

Location: 129 Watchung Avenue, Montclair, NJ

Job Type: Part-time

Compensation Type: Hourly

Start Date: ASAP

Job Description: Established Contemporary Womens Boutique is looking for a part time Sales Associate. Candidate must be enthusiastic and adaptable in a fast paced, environment and encompass a mature approach for a sophisticated clientele. Have an ability to easily communicate different esthetics pertaining to collections, and a willingness to commit and assist in all aspects of Retail Sales. A passion for fashion is a must and knowledge of contemporary designers a plus. Have a relevant understanding of Social Media.

Primary Responsibilities:

- Consistently provides exceptional client services
- Recovers and replenishes the store, executes merchandising and maintains visual merchandising
- Understands the culture and ensures the values of the boutique
- Maintains a clean store environment at all times
- Assist in steaming and prepping merchandise
- Responsible for opening and closing procedures
- Responsible for processing sales at the register
- Yielding client phone calls and executing special orders
- Partake in posts and creative images for Facebook and Instagram

Qualifications:

- Valid Driver’s License Required
- Proficient computer, MOS skills and some POS knowledge
- Flexible schedule, work evenings and weekends (3 to 4 days a week)
- Able to lift and move boxes
- Comprehension of fit, styling, and overall product knowledge of contemporary designers
- Possess a great spirit and be a team player

Application Instructions: Please send cover letter and resume to jamie@dotreeder.com.

In the subject line write: “Retail Sales Associate: Montclair State”, so to be recognized easily. In the cover letter, please write why you think you are a good fit for this position.

About the Organization: Please visit our website to research the store www.dotreeder.com and instagram @dotreeder.