



Serving Monterey County Seniors since 1970

Job Description

POSITION TITLE:	Store Assistant
COMPENSATION:	Part – Time - 22 Hours per Week
PAY RANGE:	\$16.00 - \$18.00 per hour
FLSA STATUS:	Non-Exempt
SUPERVISION RECEIVED:	Store Manager
SUPERVISION EXERCISED:	None

OBJECTIVE: Responsible for intake & screening procedures to make certain merchandise meets established criteria. Posting and enriching inventory data in our POS System to ensure that items are marked accurately and placed on the sales floor in a timely manner. Listing products on EBAY and other online platforms as well as providing assistance to the Store Manager and Assistant Manager when needed.

Responsibilities

- Accurately review, price & process consigned & donated items.
- Assist with daily and monthly reports
- Build & Maintain consigner and customer relationships
- Assist in the training of Volunteers
- Prep items to be returned to consigner
- Assist with and execute weekly floor updates
- Make certain all areas of the store are kept clean, neat and safe for staff and volunteers
- Assist with other duties as assigned by Store Manager

Skills

- Strong organizational skills and detail oriented
- Great communication skills
- Ability to multitask
- Ability to work independently and as part of a team
- Ability to work with a wide variety of individuals from different backgrounds/cultures
- Excellent critical and problem-solving skills
- Time management and ability to prioritize tasks given

Computer Skills

- Proficient in Microsoft Office (Outlook, Word, Excel & PowerPoint)
- Basic knowledge of photoshop or similar image editing tools
- Experience with internet/e-commerce data entry systems preferred

Experience

- 1 year of relevant work experience or equivalent combination of education and relevant work experience preferred
- Previous experience working with Volunteers preferred

Qualifications

- High school diploma is preferred
- Work a flexible schedule to include days, weekends and holidays
- Ability to maintain confidentiality according to agency standards
- Valid California driver's license, auto insurance and personal means of transportation

Work Environment

Working in a consignment/benefit store requires long periods of standing, walking and moving merchandise. While there should be no heavy lifting, the Store Assistant should have the capability to lift and move objects up to 30 pounds, reach overhead and stoop down to move merchandise.

Applicants can submit resume to: npasculli@allianceonaging.org