

Corvette Store Associate



INCUMBANT: Vacant
REPORTS TO: Corvette Store Manager
LOCATION: Bowling Green, KY
STATUS: Part-time, Hourly
DATE: May 1, 2019

TO APPLY: Please email a cover letter and résumé to Mandi@corvettemuseum.org.

DESCRIPTION

The Corvette Store Associate will provide excellent customer service by greeting customers, responding to customer inquiries, and assisting them in locating and selecting store merchandise. This position performs many roles for all aspects of the store including customer service, cashier, merchandising, order processing, inventory, and store maintenance and appearance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet and acknowledge every customer as they enter and exit the store.
- Assist in achieving store appearance and maintenance standards.
- Assist customers in person and over the phone with issues or concerns, and contact store manager or supervisor as appropriate regarding customers with issues or concerns.
- Process customer purchases, perform merchandising tasks, perform general cleaning duties, and stock inventory and displays neatly to maximize visibility and sales.
- Assist with phone and online order processing and preparing inventory for car shows as needed.
- Collaborate with team members and communicate relevant information to store manager or supervisor.
- Proactively identify and assist with working in areas of the store where help is needed.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High School Diploma or equivalent preferred.
- Prior work experience in a retail environment preferred.

QUALIFICATIONS

- Ability to operate a cash register and other store equipment efficiently and accurately.
- Ability to read and perform basic math skills.
- Must be able to provide prompt and courteous customer service in person and over the phone.
- Ability to stay organized and multi-task in a professional and efficient manner.
- Must be a self-starter and be able to work independently and under pressure in a fast paced environment.
- Strong work ethic and unquestioned personal and professional integrity.
- High level of commitment to team and company values.

- Strong attention to detail, establishing priorities, and following instructions.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Must have sufficient mobility to regularly stand, bend, reach, push, pull, lift, carry, and walk throughout the store.
- Ability to lift and carry 30+ lbs. and push/pull 50+ lbs.