

Store Associate

Job Description:

Duties:

- Stock sales floor
- Merchandising i.e. mannequin displays, window/store displays
- Hang merchandise
- General store organization
- Coordinate seasonal displays
- Price items for sale
- Sort donations
- Direct and assist donors
- Separate and organize items for remains and recycling
- Pack and arrange holiday and offseason items
- Rotate merchandise
- Answer customer inquiries: in person, online line and over the phone
- Register operation
- Process customer sales
- Ensure that the store is getting cleaned properly
- Serve voucher recipients and process transactions
- Greet and aid all visitors to Labouré Exchange
- Support store manager with various marketing such as but not limited to social media posts
- Maintain social media accounts
- Assist with nightly reconciliation
- Make bank deposits
- Light cleaning
- All other duties as assigned.
- Enthusiasm to collaborate as a team
- Willingness to follow directions
- Good listening skills
- Effective organizational abilities
- Time management skills
- Previous customer service experience preferred, but not required.
- Must be able to stand for eight hours and lift up to 20 pounds from the floor to countertop level occasionally.

Minimum Requirements:

- High school diploma/ GED (preferred)

- 2 years of experience (preferred)
- Basic Computer skills
- Ability to operate a copier/printer
- Basic knowledge of social media
- Good verbal communication skills
- Basic math skills
- Experience in handling cash/credit card transactions preferred, but not required
- Problem-solving

About:

Labouré Exchange - Thrift Store is a part of Vincentian Marian Youth - SEMO. Vincentian Marian Youth - SEMO is a 501c(3) non-profit organization dedicated to helping teens in Southeast Missouri grow in their Catholic faith through formation and service programs.