

JOB TITLE:	#1204 Sales Assistant I
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$13.33 hourly minimum
STATUS & HOURS:	Part-time, regular (624 annual hours) position.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Retail Operations & Services Manager
POSTING DATE:	May 14, 2015
DEADLINE DATE:	Application materials must be received by May 28, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Sales Assistant I to provide excellent customer service by assisting and advising History Center visitors with their product selections at the museum stores and to sell MNHS memberships.

RESPONSIBILITIES: 1) assist and advise museum store customers in a courteous, efficient and attentive manner in their purchase of books, gifts, and other store products as well as MNHS memberships while providing excellent customer service based on set customer service standards; 2) accurately and effectively operate the POS system; 3) maintain inventory levels in the stores; 4) work with Retail Operations & Services Manager in the merchandising of the store to assure attractive displays and profitable sales as well as keeping displays clean; and 5) when assigned, accountable for prompt opening and closing of museum stores so that the published hours are strictly adhered to.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Specialty store sales experience.
- Experience stocking and displaying merchandise.
- Good verbal and interpersonal skills.
- Ability to be courteous when relating to the public.
- Ability to learn a Point of Sales (POS) system and retail software.
- Ability to maintain a neat and appropriate appearance.
- Basic accounting and math skills.
- Availability and willingness to work Tuesday through Sunday including occasional evenings and holidays.

DESIRABLE QUALIFICATIONS:

- Strong interpersonal, verbal and customer service skills.
- Positive public appearance and attitude.
- Experience operating a Point of Sales (POS) system.
- Knowledge of Minnesota history.
- Knowledge of Minnesota Historical Society programs and services.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged
- No phone calls please -