

JOB TITLE:	#1213 Sales Assistant I
OPEN TO:	This job is open to all applicants.
LOCATION:	Mille Lacs Indian Museum & Trading Post
SALARY:	\$13.33 hourly minimum
STATUS & HOURS:	Part-time, regular (780 annual hours) position. Weekly hours vary according to seasonal site needs.
CLASSIFICATION:	55L Service
HIRING MANAGER:	Store Manager I
POSTING DATE:	July 16, 2015
DEADLINE DATE:	Application materials must be received by July 30, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Sales Assistant I to provide front line customer service to the clientele and visitors of the Mille Lacs Indian Museum & Trading Post in Onamia, MN.

RESPONSIBILITIES: 1) perform gift shop sales and admission services; 2) perform resale duties; 3) welcome, orient, and receive visitors; 4) complete administrative tasks; 5) perform site maintenance, daily operations and safety procedures; and 6) study site related historical materials to increase knowledge of site history and interpretive programs.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Ability and motivation to read the basic site training and operational manuals.
- Knowledge of area attractions, hotels, food service and other commodities.
- Ability to operate a cash register, credit card machine, telephone, two-way radio, and marking guns.
- Ability to lift up to 25 pounds and be comfortable using a ladder.
- Demonstrated ability to recognize customers in need, deal with disgruntled customers in a courteous and respectful manner and work with others in an environment that can go from calm to hectic within moments.
- Strong interpersonal and oral communication skills.
- Must be able to work a flexible schedule.
- Demonstrated ability to provide consistent, high-quality customer service.
- Knowledge of Mille Lacs Band of Ojibwe and Minnesota history.

DESIRABLE QUALIFICATIONS:

- Experience in stocking and displaying merchandise.
- Experience with Microsoft Office.
- Knowledge of sales and marketing techniques.

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 Mille Lacs Indian Museum 43411 Oodena Dr Onamia, MN 56359	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 -