

<b>JOB TITLE:</b>	#1319 Sales Assistant II
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906
<b>SALARY:</b>	\$14.53 hourly minimum
<b>STATUS &amp; HOURS:</b>	Part-time, regular (1,300 annual hours) position.
<b>CLASSIFICATION:</b>	58L Service
<b>HIRING MANAGER:</b>	Retail Operations & Services Manager
<b>POSTING DATE:</b>	August 23, 2016
<b>DEADLINE DATE:</b>	Application materials must be received by September 6, 2016.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Sales Assistant II to provide second-level customer service and retail sales; and perform lead worker duties at the History Center. This position assists the Retail Operations & Services Manager with store operations, inventory receiving, on-line order fulfillment and provides lead work direction for Sales Assistant I staff.

**SUMMARY OF WORK:** 1) perform all the duties of the Sales Assistant I position; 2) assist the Retail Operations & Services Manager and operations lead with all store operations including receiving and pricing merchandise, restocking and on-line order fulfillment; 3) provide lead work direction to other sales assistant staff; 4) open and close the store on weekends and holidays; 5) complete daily sales reports and prepare bank deposits; and 6) assist with preparing sales staff schedules.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.
- At least two years of specialty retail sales experience.
- Basic accounting and math skills.
- Experience in stocking and displaying merchandise.
- Strong interpersonal and communication skills.
- Demonstrated ability to work a flexible schedule of 25 hours per week, including weekends and holidays.
- Demonstrated ability to lift up to 25 pounds; and climb, reach, and balance on a ladder.
- Experience with a Point of Sale (POS) system and strong computer skills.

**DESIRABLE QUALIFICATIONS:**

- Experience in retail store operations management.
- Positive public appearance and attitude.
- Knowledge of retail display and marketing techniques.
- Knowledge of the Minnesota Historical Society programs and services.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://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:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> <a href="mailto:humanresources@mnhs.org">humanresources@mnhs.org</a>	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 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 -**