

Albuquerque Museum Store – Part Time Store Sales Associate

The **Albuquerque Museum Store** is seeking a personable, energetic, and responsible individual to join its dedicated and enthusiastic sales team as a part-time sales associate working 20-28 hours per week. This is a unique opportunity for the right individual to become part of the continued growth and success of the Museum Store and the larger Albuquerque Museum community. The Store is known for its inspired presentation of jewelry, design objects, home and fashion accessories, and upscale gifts, as well as its superior customer service, and is dedicated to presenting products that embody the celebration of excellence in craftsmanship and create a bridge between the maker and the customer.

Responsibilities for this position include:

- Welcoming and assisting customers with their purchase selections in a friendly and professional manner.
- Providing accurate artist and product information about the products presented.
- Ability to sell a wide range of price-points and merchandise.
- Accurately execute Point-of-Sale transactions.
- Re-stocking of product and packaging materials.
- Maintaining a clean sales floor.
- Assisting the store manager with annual Store Inventory, special events, promotions and special projects as directed.

Candidates must be able to:

- Work in an active retail location.
- Prioritize tasks with an attention to detail while ensuring a customer-first focus.
- Be able to service multiple customers at one time with courtesy and sincerity.
- Provide excellent customer service and ensure a positive experience for store visitors.
- Preserve a positive work-atmosphere by communicating with coworkers cordially and effectively.

Qualifications:

- Prior professional retail sales experience required, including working with point-of-sale systems; prior luxury goods experience a plus. Excellent verbal and written communications and superb customer service skills required.
- Must be able to work some weekend days and evening hours, and holidays as needed.
- Must have ability to stand for extended periods while on sales floor; use of ladder to reach merchandise; lifting and carrying of heavy boxes.
- Please email resume to: store@albuquerquemuseum.org