



## **Sales Associate**

### **General responsibilities:**

- Shipping / Receiving
- Inventory management
- Customer service
- Order picking
- Retail / Wholesale order processing
- Account management
- Warehouse Organization
- Boutique Shows

Above are some very general areas that you will be responsible for on a daily basis. However, there are other areas of the company in which we will need your help. We believe in a team based approach that allows our employees to share responsibility and manage the constantly changing needs of our daily routines. We encourage everyone in the company to be proactive in looking for other areas to contribute and finding their own role as they become familiar and interested in more specific jobs. In addition to your office work, we plan to send you to boutique shows to sell directly to customers at a handful of events throughout the year. Business travel often calls on early morning departures and late returns—we expect everyone to be willing to travel under these circumstances.

### **Requirements:**

- Proficiency in English
- Good communication skills both written and oral
- Basic understanding of Windows OS
- Proficient with MS Office
- Flexibility of hours & assigned tasks
- Solid communication and interpersonal skills
- Work well in a team-based environment
- Show a high level of ownership, accountability and initiative
- Excellent organizational and time management skills
- Ambition, a strong work ethic, and a willingness to learn