



Retail Associate

LIFESTYLE AND DESIGN BOUTIQUE

LOCATION

Columbus, MS

EMPLOYMENT TYPE

Seasonal Part-Time

JOB DESCRIPTION

High-end lifestyle + design boutique is looking for a highly efficient, versatile and energetic new team member for this Fall + Holiday Season. Our boutique needs a Creative Retail Associate that can handle projects that intermix business and design during the busy Fall + Holiday Season. Passion for design, fashion + previous experience in retail is necessary.

ESSENTIAL FUNCTIONS

- Ensure that each customer and/or design client receives outstanding client service by providing a client friendly environment which includes greeting and acknowledging every client, maintaining outstanding standards, solid product knowledge and all other components of client service.
- Ensure appropriate merchandise stock levels, merchandise floor and ensure it is adequately stocked. Participate in and maintain visual standards of the store.
- Assist in the overall operations of our three sales channels (retail, design + e-commerce).
- Participate in the coordination and execution of special events.
- To help manage the follow up of new client leads through to the profitable conversion of projects.
- Serve as a liaison in communication between the store/customers and management.
- Occasional appearance in social media and marketing campaigns
- Any other responsibilities as assigned and/or adjusted by management.
- Work on special projects as needed.

TO APPLY

Submit cover letter, resumé + portfolio (if applicable):
macy@themilldesignandhome.com

REQUIREMENTS INCLUDE

- Proven ability to deliver excellent client service standard and ability to lead best practice implementation
- Superior communication and interpersonal skills
- Meticulous organization and attention to detail
- Ability to learn and operate POS and Operations Software quickly and proficiently
- Ability to manage conflict through to a solution
- Google Docs, Microsoft Office (Excel) proficiency
- 3+ years of retail/operations experience
- Design experience strongly preferred
- Ability to move/handle merchandise 0-50 pounds
- Ability to work varied hours/days for retail operation
- Holiday, Night and Weekend availability is required