
RECEPTIONIST / RETAIL MERCHANDISER

A small, vibrant, resource-oriented Cooperative based in the Amherst area requires a mature and competent person to assume the role and functions of Receptionist / Retail Merchandiser. The position consists of an interesting blend of duties and responsibilities and the successful applicant will be expected to become a key member of a team dedicated to the cooperative's long term growth and development:

Key aspects of the position include:

1. BEING THE FIRST CONTACT PERSON FOR:

- Inbound telephone calls
- Facebook and other means of social media
- Face to face contact with members & customers

2. PREFORMING A LEAD ROLE IN THE EFFECTIVE DAY-TO-DAY OPERATION, PROMOTION AND GROWTH OF ATHOL'S RETAIL STORE

- Sales & Service
- Ordering & retail inventory management
- Promotions and sales events
- Sales tactics and seasonal planning
- Signage, store layout and displays
- Housekeeping including pricing, exterior and POS

3. ADMINISTRATION

- Sales and cash reporting
- Ensure the premises are fully secure at the close of business each day
- Maintain and keep up to date Athol's Facebook and website
- Provide other administration support for events, newsletters, and field days.

4. DESIRED BEHAVIORS

- Demonstrated level of tact and diplomacy
- Exceptional customer service skills (desire to help)
- Comfortable in a "Front & Center" public contact role
- Continuous interest to learn