

Retail Assistant Sales Manager – Seafoods of the World

Hours:

This position is for full-time employment of approximately 36 hours a week. The Retail Assistant Sales Manager will be required to work all Saturdays from 9 A.M. until 3:30 P.M. Other days of employment will include 4 weekdays, between the hours of 10 and 6 P.M. Due to the nature of our retail business, no employees are allowed time off during the last two-weeks of December.

Pay and Benefits:

- Hourly pay of \$15.50 with raises at three and six months.
- Immediate employee discount and \$250 annual credit, beginning 2019.
- Quarterly sales bonuses for retail sales growth, starting July 2018.
- No health benefits at the current time.
- Simple IRA during third year of employment; company will match up to 3% of salary.
- Future potential for commissions on wholesale accounts.

Key Areas of Responsibility:

Exemplify our company's image in terms of quality products, incredible customer service and positive overall experience.

1. Clerical/Computer Tasks

- Operate our computer-based checkout system, including creating orders, taking payments and making change.
- Complete clerical duties as assigned; including paying bills and receiving product.
- Create and publish online posts advertising available products, etc.
 - Complete basic WordPress website editing; skills to be taught on the job.
 - Take initiative in researching common customer questions and topics of interest.

2. Customer service

- Greet customers and provide assistance as necessary through responding to questions about products and merchandise, including assistance over the phone.
- Learn and sustain a high level of product knowledge; learn something new each day.
 - Have a working knowledge of useful culinary techniques.
 - \$250 annual credit (beginning 2019) used with emphasis on learning product.
- Occasionally assist customers with fresh product; including weighing and cutting raw fish and shellfish. All employees must follow Health-Code procedures for cutting, packaging and cleaning. (To be taught on the job).
- Stock store; including presentation of product, facing, filling and organizing of all product items as well as ensuring tag and pricing accuracy.

Job Requirements:

- Motivation to learn more about our product in terms of improving customer satisfaction and overall experience. (Prior knowledge of culinary and/or seafood is a plus).
- High school diploma or equivalent.
- Prior retail experience is preferred.
- Working knowledge of computers, including but not limited to: Microsoft Office, Facebook, QuickBooks.
- Willingness to work and communicate effectively as a team.
- Stocking the store will require spending some time in the freezer, as well as carrying weights up to forty pounds.

Please email resumes and any questions to office@seafoodsoftheworld.com

Please put 'Retail Assistant Sales Manager' in the subject line. Thanks!

If we are interested, we will reach out to schedule an interview in the next week. No phone calls please!