**Asia Society Career Opportunity**

**Location: New York**

**Position: Part Time Sales/Stock Associate (Grade 1) Code 1708**

**Purpose:**

To assist sales and merchandising team with achieving sales, customer service objectives and maintaining an efficient flow of inventory i.e. merchandise receipts, customer shipments and product returns in conjunction with  merchandising objectives.

**RESPONSIBILITIES:**

**SALES**

* Maintain store standards of customer service
* Contribute to store sales goals by meeting personal sales objectives
* Execute sales transactions in accordance with store standards
* Actively participate in all store sales programs and events.
* Stay up to date with designer and product information.
* Assist with sales floor maintenance, product presentation and stock replenishment
* Ensure compliance with store policies and procedures as outlined in store manual

**STOCK**

* Process receipts, invoices, ticketing
* Communicate with merchants and correspond with suppliers and shipping companies to resolve discrepancies/disputes
* Process customer shipments-and coordinate product returns with suppliers ensuring packing and shipping standards are maintained. Monitor safe delivery of merchandise.
* Coordinate store event operations with merchants and sales team
* Assist with year-end inventory
* Other duties as assigned

**QUALIFICATIONS:**

* High school diploma and some prior retail sales/operation experience
* Customer service and sales oriented
* Team player; cooperative; dependable, takes initiative; good communicator
* Organized; detail oriented; ability to multi task and prioritize, diligent with follow up
* Problem solving abilities; process improvement oriented
* Computer literate

**COMPETENCIES:**

**Leadership:**

* Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals
* Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

**Professional and Results-Oriented:**

* Seeks to consistently produce results that achieve goals and objectives
* Conscientious and efficient in meeting commitments and observing deadlines
* Able to work independently with minimum supervision
* Good judgment, tact and discretion
* Ability to translate ideas into action

**Collaboration and Teamwork:**

* Excellent skills in communicating with people from different cultures, backgrounds, and across time zones
* Works with others towards common purposes to achieve shared goals by developing and maintaining responsive, cooperative and mutually beneficial internal and external relationships
* Acts as a global facilitator to have conversations, exchange ideas and build understanding

**Innovation:**

* Identifies new and creative ways of doing something or solving a problem that improves, changes and results in value to the organization and constituencies (could be through technology or introducing new ways of thinking)
* Uses technology for impact, reach and efficiency, such as through social media, databases, etc.

**Technical Expertise:**

* Professional competencies in the related field of work
* Recognizes trends in theory and practice of one’s own technical area and effectively prepares for anticipated changes

**How To Apply:**

Please email your cover letter, resume, and salary requirements to [asiastorejobs@asiasociety.org](mailto:asiastorejobs@asiasociety.org) Indicate job title and reference code in the subject line. Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Please regard your resume as having been received unless your email is bounced back.

Asia Society is an equal opportunity employer.

