

## **Asia Society Career Opportunity**

**Location:** New York

**Position:** Part-Time Sales Associate, AsiaStore (Grade 1) – 1604

### **Purpose:**

AsiaStore at Asia Society and Museum is a unique and dynamic retail environment that showcases the modern Asian lifestyle. With a commitment to featuring the renowned brands of Asia and promoting emerging design talent, AsiaStore is at the forefront of presenting the best in Asian design and literature. The Sales Associate will assist the sales team in achieving all store goals, including sales and customer service, and will be responsible for executing personal sales goals and maintaining standards on the selling floor.

### **Responsibilities:**

1. Customer Service and Sales
  - Consistently meet customer service standards through greeting customers and determining needs.
  - Meet or exceed personal sales goals and assist with meeting or exceeding overall store sales goals.
  - Complete sales transactions as outlined in manual.
  - Complete any special sales projects.
  - Actively participate in all store sales programs and events.
2. Training and Personal Development
  - Perform selling skills daily on sales floor.
  - Assist in training job-related responsibilities to new associates by the buddy system as requested by the Sales Supervisor.
  - Attend mandatory store functions conducted by the Sales Manager
  - Utilize store manuals and information to gain additional knowledge.
3. Maintain Sales Floor Presentation
  - Assist in compliance of merchandise presentation standards.
  - Assist in sales floor & stockroom maintenance.
  - Assist in stock replenishment.
  - Assist in maintaining cleanliness of store.
4. Operations
  - Ensure consistent compliance with all policies and procedures as outlined in store manual.
  - Ensure compliance with all store security policies and procedures outlined in company manuals.

5. Other duties as assigned.

**Requirements:**

**Education:** High School or equivalent. Knowledge of Asia preferred. Prior retail experience.

**Availability:** Weekdays, nights and weekends. Thanksgiving Friday, Christmas Eve, New Years Eve and Easter availability required.

**Skills:** Retail experience; customer service; customer focus; professionalism; verbal communication; teamwork; energy level; productivity; dependability; flexibility; handles pressure; basic math skills; attention to detail; computer P.O.S. systems literate; basic safety and security; telephone skills; people skills; self- confidence; multi-tasking; motivation for sales; selling to customer needs.

**How to apply:**

Please email your cover letter and resume indicating position reference code 1604 and salary requirements to: [AsiaStoreJobs@asiasociety.org](mailto:AsiaStoreJobs@asiasociety.org). Indicate job title 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.

*The Asia Society is an equal-opportunity employer.*