

Asia Society Career Opportunity

Location: New York

Position: Part Time Sales Associate, AsiaStore (Grade 1) – Code 1702

Purpose:

To assist sales team in achieving all store goals, including sales, customer service and responsible for executing personal sales goals. Maintaining standards on selling floor.

Responsibilities:

1. Customer Service and Sales
 - Consistently meet customer service standards through greeting the customer 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.
 - Open and close store – counting drawers, running daily/weekly/monthly reports.
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.

Asia
Society



Founded in 1956 by
John D. Rockefeller 3rd

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- 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 Year's 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 1702 and salary requirements to: 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.

