



## **RETAIL SALES ASSISTANT**

### **Friends of the Elephant Seal**

The Retail Sales Assistant for Friends of the Elephant Seal (FES) is a part-time, hourly (24-30 hrs/week) position that assists with the management of a small retail operation in a 1000 sq ft Visitor Center. The Retail Sales Assistant will support the organization's ordering, management and sales of inventory, promoting the natural habitat of the Central Coast of California.

**Reports to:** Director of Operations

#### Duties and Responsibilities

#### **Typical Essential Functions:**

1. Works in collaboration with the Director of Operations and Board of Directors to establish and implement a plan for purchasing, within budgetary limits.
2. Establishes and maintains lines of communication with merchandise vendors.
3. Places merchandise orders with vendors while adhering to the FES sustainability policy.
4. Record orders in merchandising software.
5. Reviews received merchandise for quality, accuracy in count and pricing.
6. Follows established accounts payable procedures.
7. Allocates merchandise to several location inventories.
8. Prices and stores merchandise for sale.
9. Markets and arranges displayed merchandise, with appropriate signage to prompt sales.
10. Conveys the FES policy to practice environmentally-preferable purchasing/ eco-friendly merchandise to vendors, suppliers and customers.
11. Enters and tracks inventory in point-of-sale systems.
12. Performs spot counts as needed and conducts quarterly inventories to maintain accurate inventory tracking.
13. Assists in preparation of monthly reports from point-of-sale system for distribution to the FES Board containing order, inventory status and sales data.
14. Fulfills and ships online orders on a timely basis.
15. Delivers consistently excellent customer service.
16. Performs other duties as assigned.

#### **Minimum Qualifications**

1. Two years of college or an Associate degree with coursework in business or high school diploma with equivalent experience in retail sales.
2. Excellent customer service and interpersonal communication skills.
3. Volunteer or work experience using databases and Microsoft Office, including Excel.

4. Strong organizational and time-management skills.
5. Excellent attention to detail and problem-solving skills, with a history of error-free high quality work products/ outcomes.
6. Two or more years of retail experience, including assisting with inventory management, merchandise display and point of sale transactions.
7. Ability to work independently with minimal supervision.

**Preferred Qualifications (Meets all minimum qualifications plus the following)**

1. Graduation from an accredited four-year university with a degree in business or related field.
2. Two or more years of retail experience, including ordering, storing, pricing and reporting sales.

**Physical and Mental Requirements**

- Hearing and speaking to exchange information in person or on the telephone. Has ability to understand the speech of volunteers and co-workers and to speak clearly to be understood by same in English.
- Dexterity of hands, fingers, and wrist to operate a computer keyboard and calculator.
- Seeing to read and reviewing a variety of materials.
- Sitting or standing for extended periods of time. Ability to stand for the entire workday and to climb steps regularly.
- Ability to lift and carry 30 lbs.
- Kneeling, squatting and reaching in small spaces.
- Physical presence at the job site as needed to perform job duties.
- Traveling on an as needed basis to outside meetings and other locations. (Mileage reimbursement as needed)

**Background Check:** This position requires a background check.

**Additional Requirements:**

- Valid California Driver's license, reliable transportation and proof of insurance.
- Will require scheduled weekend and holiday workdays
- Training will be provided on the natural history and biology of elephant seals and central coast marine life.

**Health and Safety Requirements:** As a cooperating association with California State Parks, our organization is in compliance with all health and safety guidelines.

**Salary & Benefits:** This is an hourly, non-benefitted position from \$18.50- \$20.00 per hour, based upon education and experience. (Mileage reimbursement is available.) PTO system to be discussed.

**ABOUT US:** Friends of the Elephant Seal 250 San Simeon Ave, Suite 3B, San Simeon, CA 93452  
Friends of the Elephant Seal is a 501(c) (3) non-profit organization, dedicated to educating people about elephant seals and other marine life and to teaching stewardship for the ocean

off the central coast of California. As a local organization with a global reach in providing educational, scientific, historic and scenic opportunities, we foster safe and respectful viewing of elephant seals and marine life along the Central Coast of California. The Friends of the Elephant Seal is a Cooperating Association with California State Parks (<https://elephantseal.org>)

**TO APPLY:** Submit cover letter summarizing background and interest, resume with education and work history, and contact information for three professional references attached to email, sent to *Director of Operations* <[do@elephantseal.org](mailto:do@elephantseal.org)> with Subject line: **RETAIL SALES ASSISTANT**