

National Cowboy & Western Heritage Museum, Oklahoma City, OK Persimmon Hill

The Museum Store Sales Associate I

Status: Hourly
Pay: \$12.00
Times: Weekend Hours

POSITION SUMMARY

Provides sales and merchandising support for The Museum Store by providing excellent and knowledgeable customer service in every interaction with guests, stocking merchandise, and assists with incoming inventory by logging, pricing, and stocking product.

Job Responsibilities:

- Greet all guests verbally and with eyes upon entering The Museum Store.
- Open and close The Museum Store on time following procedures.
- Provides excellent customer service to guests of The Museum and The Museum Store by assessing customers' needs and aiding all guests entering the store.
- Provides information on product features and makes additional suggestions about related merchandise to all guests.
- Develops working knowledge of The Museum and other attractions in the area to assist guests, including community information, and driving directions.
- Develops knowledge of The Museum's scheduled events, admission prices, and memberships to sale memberships and encourage guest entrance to The Museum.
- Handles all register transactions efficiently and with minimal errors, prepares accurate daily deposits, and maintains a working knowledge of Point of Sale operations.
- Processes incoming inventory by unboxing, counting, pricing, and printing barcodes for all items that are received and stock merchandise within 2 days of its arrival to ensure display of new arrivals in a timely manner.
- Ensure store and all stockrooms are maintained in a neat, orderly, and safe manner at all times.
- Notify Store Floor Manager of reordering needs when stock becomes low.
- Provides assistance with maintaining inventory of designated items.
- Performs other duties as assigned.
- May works Museum events and after hours as required.
- Always displays professional conduct and appearance in manner and attire.

Minimum Requirements:

- 1 year of retail experience.
- Proficient in Outlook, Microsoft Teams, Excel, and Word
- Must be able to learn new software.
- Detail oriented, task oriented and organized.

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- Prior experience with cash registers preferred.

Physical Requirements:

- Ability to frequently lift, push or pull merchandise and boxes up to 20 pounds.
- Must be able to stand long periods of time.
- Must be able to reach overhead and grab objects off of shelf.
- Must possess strong math and organizational skills.
- Comfortable with a relatively active work environment that may require walking, standing, squatting, kneeling, lifting, pulling, pushing, etc.

To Apply: Please send resume to HR@nationalcowboymuseum.org. Please put the job title in the subject line of the email.