

### Stockroom Assistant

Seeking a sophomore or junior (16+) student for a part time position as a stockroom assistant.

Responsibilities include:

- Receiving merchandise shipments, updating inventory, preparing merchandise for the sales floor
- Contact clients regarding special orders. Schedule alteration appointments
- Maintaining social media and e-commerce platforms
- Monitor and update online presence via e-commerce platforms. Review online sales daily: completing orders and updating website with new merchandise received
- Support sales staff by assisting on the sales floor when necessary
- Cleaning and maintenance of the store and store fixtures

While no prior retail experience is required, we are looking for a student who is

- Detail oriented
- Team oriented
- Organized
- Responsible
- Neat
- Punctual
- Polite
- Well dressed

Students will be trained by stockroom managers on all stockroom responsibilities.

10-15 hours a week (3 days after school)

Please contact store owner Corrie at 203-655-9841 to schedule an interview.