



HULIHE'E PALACE GIFT SHOP Sales Assistant

The Daughters of Hawai'i is a nonprofit organization with over a 100 year history, and we're currently searching for enthusiastic, motivated individuals ready to be part of a rich legacy. Seeking part time Casual Sales Assistants, up to 19 hours per week, for the Hulihe'e Palace Gift Shop to provide our guests with exceptional customer service and a memorable shopping experience.

QUALIFICATIONS:

- Retail experience; familiarity with customer service principles and sales standards, cash registers, receiving stock and counting inventory.
- Personable, energetic, highly organized and a team player.
- Excellent written and verbal skills.
- Pass the background screening and interview process.
- Available to work a flexible work schedule Sunday through Saturday, 8:30 AM to 4:30 PM, during normal business hours.

ESSENTIAL JOB FUNCTIONS

The essential duties and responsibilities of this position include, but are not necessarily limited to:

- A passion for perpetuating the Hawaiian culture and knowledge, and the desire to share with guests.
- Demonstrates excellent customer service and selling skills while providing product knowledge through the features, value and benefits of each product.
- Ability to cross and upsell products.
- Correctly performs store opening and closing procedures including counting register funds, opening and closing registers and securing cash funds, performs other duties as assigned.
- Follows and achieves department sales goals, with adherence to all Daughters of Hawai'i policies and procedures.
- Ensures the store is neat, clean and organized throughout each business day including restocking and cleaning.
- Ability to multi task with minimal supervision and positive attributes.

PHYSICAL JOB REQUIREMENTS

- Moving and standing for long periods of time, bending, stooping, reaching, twisting, pushing, pulling, and moving items.
- Ability to lift and carry 40 lb. boxes and climb up a 4 ft. ladder.

We offer a beautiful work place environment, competitive wages, and more. Apply now by emailing your resume to hulihee@daughtersofhawaii.org or sending it to the Hulihe'e Palace office located at 75-5718 Ali'i Drive, Kailua-Kona, HI 96740. If you don't received acknowledgement from our office within 24 hours Monday-Friday, please call to speak with Anita at (808) 329-9555.