



## **QUEEN EMMA SUMMER 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 Queen Emma Summer 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, 8:45 AM to 4:15 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 [info@daughtersofhawaii.org](mailto:info@daughtersofhawaii.org). If you don't received acknowledgement from our office within 24 hours Monday-Friday, please call to speak with Kanoe at (808) 595-6291.