

Bullseye Glass Co.

Job Description

Department: **Resource Center (Portland, OR)**

Position: **Sales & Stockperson**

Lines of Responsibility

Reports to: Assistant Store Manager

Supervises: N/A

Essential Qualifications

Two years of retail sales or customer service experience

4-year degree in Studio Art (preferred)

Ability to lift 50 lbs

Ability to use or learn to use Excel, Microsoft Word, and Access database programs.

Hands-on experience in the arts

Good organizational skills

Good at problem solving

Pays close attention to detail

Knowledge of art history and aesthetics

Valid driver's license

Knowledge of Microsoft Office programs preferred

Essential Functions

Customer service, sales, and strong communication skills (both verbal and written)

Receive, manage and stock inventory

Assist in daily store tasks

Helping customers to work with the products

Other Functions

Tool and technique demonstration

Order packaging

Inventory maintenance

Technical support to glassworkers

Physical requirements / Use of Senses

Sitting: Occasionally. To accomplish necessary desk work.

Standing/walking: Frequently. To move throughout retail areas and to attend employee and management meetings.

Lifting/carrying: Frequently up to 50 lbs. In delivery of equipment & supplies. Pull glass from the warehouse and stock in the Resource Center.

Handling/grasping: Frequently, to demonstrate tools and assist in packaging and delivering goods. Stocking glass.

Speaking/hearing: Frequently. To speak with employees and customers. Must be able to communicate on the telephone.

Finger dexterity: Frequently. To work with computer and handle glass for stocking and wrapping.

Near vision: Frequently. For reading reports and for computer entry and interfacing with customers. Good eye for color.

Far vision: Frequently. For maneuvering about the facility and spotting customers.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisors, employees, and customers.

Time/deadline/shift/overtime requirement: Frequently. A flexible schedule is required.

Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.

Critical judgment: Frequently. May need to identify problems or assess situations quickly.

Positive attitude: Continually. Customers can be surly and position can be demanding, a positive attitude is needed at all times in the retail environment.

Operation of Equipment / Tools

Computer: Frequently. For entry and calculation of most data and information.

Photocopier: Frequently. To make copies of information

Telephone: Frequently: To communicate with co-workers and customers.

Writing instruments: Frequently. To facilitate communication