



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB ANNOUNCEMENT

JOB TITLE:	Kiosk- Sales Associate		
PROGRAM:	SEA-TAC KIOSK	FLSA STATUS:	Non-Exempt
LOCATION:	Seattle-Tacoma International Airport 17801 Intl Blvd SeaTac, WA 98158	WORK SCHEDULE:	TBD
REPORTS TO:	Business Manager	PAY RANGE:	\$17 per Hour, Overtime Eligible.

JOB SUMMARY

Kiosk Sales Associates are responsible for providing an exceptional shopping experience for travelers at SeaTac International Airport and assisting the Business Manager, ultimately reporting to the United Indians of All Tribes Executive Director with the daily operations and objectives of the Kiosk. This job requires a blend of skill, strong communications and dedication with attention to details and relationship building and self motivation.

ESSENTIAL FUNCTIONS:

- Follow standard operating procedures and complete all tasks, assigned by the Business Manager.
- Maintain cleanliness of the Kiosk and replenish merchandise, as it is sold.
- Educate yourself on new product features, history and benefits if not part of the sales training.
- Acknowledge all Customers with courtesy, professionalism and attention to their preferences.
- Interact with Customers by assisting them in locating products, demonstrating product features and benefits, where applicable; and by offering suggestions and alternatives.
- Strategize with the Business Manager to meet sales objectives and goals.
- Assist Associates and Customers with checkout to ensure fast and accurate service for an exceptional purchasing experience; assisting with travel ready packages, including wrapping and/or shipping.
- Maintain the proper displays ensuring compliance with the Kiosk's image and quality standards.
- Report pricing discrepancies and loss and/or damage of any products to the Business Manager.
- Provide regular updates to Business Manager of customer feedback, complaints and compliments.
- Must be willing to work a variable work schedule, driven by special events, seasonal flight schedules or processing inventory, which may include mornings, evenings, weekends and extended hours.
- Must be able to stand throughout most of a regular work schedule.
- Additional duties, as assigned.

KNOWLEDGE, SKILLS, and ABILITIES REQUIRED:

- Demonstrates exceptional interpersonal skills in interacting with customers and fulfilling their needs.
- Pass an extensive criminal background inquiry by TSA for airport badge requirements.
- Must possess excellent written and verbal communication and typing skills.
- Must be able to work a cash register, including basic math skills: add, subtract, multiply, divide all units of measure using whole numbers, fractions and decimals.

EDUCATION AND QUALIFICATIONS:

- 18 years and older.
- High school degree, diploma or GED equivalent qualifications from a certified college, required.
- Bachelor's degree, diploma or an associate's degree in retailing, merchandise management, sales and marketing or any other related field of study from an accredited institution is a plus.
- A minimum of one (1) year previous sales experience, preferred.
- Must be able to lift up to 25 pounds.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is not exposed to weather conditions.

JOB POSTING DATE: 8/16/19 CLOSING DATE: When filled.	APPLICATION PROCEDURE Submit Cover Letter and Resume to: Email: jobs@unitedindians.org
COMPENSATION: Commensurate with experience and qualifications, plus excellent benefit package provided, after 90 days.	APPLICATIONS FOR EMPLOYMENT can be obtained at https://www.unitedindians.org/about/jobs/
<i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i>	SUBMIT APPLICATION TO: jobs@unitedindians.org