

<b>JOB TITLE:</b>	<b>Sales Associate</b>		
<b>PROGRAM:</b>	<b>Sacred Circle</b>	<b>FLSA STATUS:</b>	Non-Exempt
<b>LOCATION:</b>	Sacred Circle Gift Shop, Ballard loc.	<b>WORK SCHEDULE:</b>	Friday - Monday
<b>REPORTS TO:</b>	Business Manager	<b>PAY RANGE:</b>	DOA

## **JOB SUMMARY**

United Indians of All Tribes Foundation is happy to be opening a new branch of the Sacred Circle Gift Shop in Ballard. We are looking for an honest, motivated and reliable Sales Associate to work in a fun and unique environment. The Associate will have an appreciation and passion for Native American culture, and must be able to explain and educate our customers regarding our products in a high traffic setting. They will be expected to assist customers in finding jewelry and assorted merchandise that suits our guests' needs.

## **Job Duties:**

- Motivate customers to purchase our products and suggest additional merchandise
- Restock inventory and keep a clean store, cleaning shelves and surfaces
- Organizing advertising displays to promote sales
- Calculate sales discount to determine price
- Represent United Indians brand in the highest manner
- Other duties as assigned

## **Qualifications:**

- High School Diploma or GED
- Basic mathematical skills
- Must have previous sales experience
- Previous retail jewelry sales experience
- Strong interpersonal, organizational, and communication skills
- Must be able to work a flexible schedule and pass a drug screening
- Able to lift and/or move up to 50 lbs

## **Knowledge, Skills, and Abilities Required**

- Pass a basic criminal history background inquiry.
- Acceptance of diversity in ethnicity, culture, spiritual practices and lifestyles.
- Pass a drug screening
- 18 years old and older.

## 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.

<p><b>OPENING DATE: 03/29/21</b> <b>CLOSING DATE:</b> Until Filled</p> <p><i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i></p>	<p><b>APPLICATIONS FOR EMPLOYMENT</b> can be obtained at <a href="http://www.unitedindians.org/about/jobs">www.unitedindians.org/about/jobs</a> , please submit with a resume and cover letter to <a href="mailto:jobs@unitedindians.org">jobs@unitedindians.org</a> .</p> <p>Please contact HR for questions : #206-475-1353, <a href="mailto:msalanga@unitedindians.org">msalanga@unitedindians.org</a></p>
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