



JOB POSTING

Position Title:	Sales Associate
Reports to:	Manager, Hospice Thrift Store
Remuneration:	\$15.00 Hourly, Part Time (20-30 hours per week), Weekends
Benefits:	Paid Breaks, On-site parking, Staff Discounts
Location:	Hospice Thrift Store, Lower Sackville, NS

Are you someone who is passionate about retail and sustainability? Want to be part of an amazing community of staff, volunteers and donors?

If you're a friendly and energetic person with an interest in thrift store retail - we want to hear from you!

The Hospice Thrift Store offers a one-of-a-kind, new-to-you retail experience driven by an amazing team of caring staff and volunteers, all in support of Hospice Halifax. We're committed to cultivating a welcoming, inclusive and compassionate culture. We believe inclusion of diverse backgrounds and perspectives is fundamental to our success.

Hospice Halifax is a compassionate and supportive community of staff members, volunteers, and donors dedicated to making dying and living as comfortable and as meaningful as possible at the end of life.

What You'll Do:

As a collaborative member of the Hospice Thrift Store team and the Hospice Halifax organization, the Sales Associate works closely with volunteers, staff and management in our new-to-you retail store. This position provides excellent customer service and assists in the day-to-day store operations, from receipt of product from donors to sorting, merchandising and sales. You will be the first person a customer meets, you will help them find items that suit their needs, answer inquiries, and you will be responsible for providing a smooth sales transaction. Your interaction with them leaves an overall impression and impacts if they will choose to shop with us again.

The culture within our organization is compassionate, open, affirming and diverse. Working here means feeling appreciated, challenged and that your work makes a direct impact on your community. It means positively interacting with customers, donors, volunteers, supporters and other team members.

What You'll Do:

- Provide an amazing shopping experience that will encourage positive customer connections and loyalty
- Perform sales and financial transactions, processing purchases and payments of cash, debit or credit card accurately and in a timely manner
- Cover the sales floor and help ensure all visual standards are met
- Perform store opening and closing procedures
- Ensures merchandise is neat/fully stocked, while maintaining the store's cleanliness
- Assist with inventory, steaming and restocking merchandise throughout shift
- Receive donations, including drop off, sorting and hanging items
- Assist volunteers during their shifts at the store, answering day-to-day questions
- Maintain a clean, consistent, and inviting store environment that inspires customers to shop

What You'll need:

- Retail experience in the following areas considered an asset to have:
 - Visual display
 - Merchandising
 - Customer service
 - Customer loyalty and retention programs
- Strong interpersonal skills; willing and able to work with a variety of people; friendly, outgoing and appreciative of volunteers and their time
- Desire to build customer relationships
- Highly developed ability to multitask and organize
- Previous work with a volunteer team/organization an asset
- Computer literate; Experience working with POS systems
- Attention to detail, knowledge of fashion, trends, vintage
- Flexibility to work a variety of shifts including days, evenings, and weekends
- Excellent decision making ability and problem solving skills

Additional Requirements:

- Adherence to all Health and Safety and Hospice Halifax Procedures and Policies
- Support efforts at reducing, recycling and reusing where appropriate
- Firm commitment to the mission of our Shop and the Hospice Halifax organization

- Represent Hospice Halifax in the community

Physical Requirements (with or without reasonable accommodation):

- Able to stand and walk around during scheduled hours
- Ability to lift up to 30 pounds, 50lbs with help and/or move up to 50 or more pounds
- Able to reach for merchandise using the ladders, step stool, etc
- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

How to Apply

Hospice Halifax is committed to cultivating a welcoming, inclusive and compassionate culture. We believe inclusion of diverse backgrounds and perspectives is fundamental to our success. We welcome candidates from all backgrounds and experiences to apply.

Please forward a cover letter and resume to careers@hospicehalifax.ca and reference “SalesAssociate2024” in the subject line of the email.

Closing Date: January 29, 2024

Thank you for your interest in working with the Hospice Thrift Store and Hospice Halifax. Only those selected for the interview process will be contacted.