
P O R T A L U C A

Sales Associate for Portaluca (supporting Dress for Success Cincinnati)

Organization Overview:

Portaluca is a 501(c)(3) non-profit organization that supports Dress for Success Cincinnati's services for disadvantaged women. Portaluca, a boutique that opened to the public in 2002, offers women's new and new-ish fabulous fashions at affordable prices. The boutique is open to the public and for special events at our new location at 4623 Wesley Avenue, Suite I, in Norwood.

Dress for Success empowers women to achieve economic independence by providing a network of support, professional attire, and career development tools to help women thrive in work and in life.

Position Overview:

Sales Associates are responsible for helping to reach sales goals by assisting customers, cashiering, answering phones, merchandising, and performing other retail tasks. Sales Associates report to the Boutique Manager.

Responsibilities:

- Ensure each customer receives outstanding service by providing a customer-friendly environment, including greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other components of customer service.
- Responsible for helping to reach sales goals by taking an active sales approach
- Maintain an awareness of all product information and merchandise promotions
- Assist in floor moves, merchandising, display maintenance, and store housekeeping
- Adhere to all company policies and procedures, including signing, pricing, and loss prevention
- Accurately and efficiently complete all sales transactions and maintain proper cash and media accountabilities at POS registers

Qualifications:

- Prior retail experience preferred
- Excellent interpersonal skills
- Customer focus
- Communication proficiency
- Ethical conduct
- Ability to operate point of sale (POS) register system with proficiency

- Ability to work evenings and weekends

Hours:

A typical workweek is anticipated to include 15-20 hours. Regular boutique hours are Tuesday-Thursday, 10:00-7:00 and Friday-Saturday, 10:00-5:00. The boutique is closed Sunday and Monday. Hours may occasionally include evenings or other hours outside the typical boutique schedule for events.

Application Guidelines:

Interested candidates should apply via email to waka@dressforsuccess.org.

Portaluca is an equal opportunity employer.