

JOB TITLE: Sales Assistant I

OPEN TO: This job is open to all applicants.

LOCATION: Mille Lacs Trading Post, 43411 Oodena Drive, Onamia, MN 56359

SALARY: \$14.71 hourly minimum

STATUS & HOURS: Part-time, regular (approximately 1,248 annual hours) position.
Approximately 24 weekly hours.

BENEFITS: Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals.

DEPARTMENT: Metro Sites and Operations

CLASSIFICATION: 55L Service

SUPERVISORY: No

HIRING MANAGER: Store Manager I

POSTING DATE: March 18, 2021

DEADLINE DATE: Open until filled.

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: This position exists to provide excellent customer service in the Mille Lacs Trading Post by assisting guests with gift shop purchases, including online orders, as well as assisting with the daily maintenance, stocking, and upkeep of the store.

SUMMARY OF WORK: 1) Perform gift shop sales transactions; 2) Receive, price and stock store merchandise as directed; 3) Maintain a welcoming store environment and provide first rate customer service; 4) Complete administrative tasks; 5) Help ensure the safety of employees, visitors, and objects; and 6) Study site related historical materials to increase knowledge of site history and interpretive programs.

MINIMUM QUALIFICATIONS:

- Demonstrated ability to provide consistent, high-quality customer service.
- Experience cleaning and organizing materials.
- Strong interpersonal and oral communication skills.
- Basic accounting and math skills.
- Ability to learn a Point of Sales (POS) system and retail software.
- Ability to work a varied and flexible schedule, including weekends and holidays.

- Ability to lift and carry objects weighing up to 25 pounds; 50 pounds with a team lift.
- Ability to stand for extended periods of time while working the sales floor, cleaning, and organizing merchandise.
- Ability to bend, crouch, kneel to move merchandise and perform light cleaning duties.
- Ability and willingness to climb a ladder to reach the top of display shelves.

DEMONSTRATED SKILLS IN:

- High school diploma or equivalent.
- Experience in stocking and displaying merchandise in a retail setting.
- Ability to operate a computerized point of sale system, telephone, and two-way radio.
- Experience with Microsoft Office.
- Knowledge of sales and marketing techniques.
- Knowledge of area attractions, hotels, food service and other commodities.
- Knowledge of Mille Lacs Band of Ojibwe and Minnesota history.
- Knowledge of Native American art and culture

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

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