Boutique Sales Representative

Reports To
Your direct Supervisor and or Nicholas Huter, Sarah Huter, and Robert Huter

Purpose of the Job

The main purpose is to assist the guest in purchasing accessories.

Duties & Responsibilities

- Always greet guests in a friendly and professional manner
- Engage each guest as a unique individual and listen attentively to their requests
- Daily record of sales
- Handling of Debit, Credit and cash purchases ensuring it balances correctly at the end of shift
- Responsible for inventory
- Ensure proper filing of all paper work
- Responsible for the cleanliness of the Boutique area
- Knowledge of the Violence and Harassment Policy & Procedures
- Read, understand and comply with all Resort Policies and Procedures
- Other duties as assigned

Skills & Educational Requirements

- Computer knowledge
- Cash, Debit and Credit processing skills
- Experienced in administration of office duties
- Computer skills
- Positive communication and problem solving skills
- Experience working with people of all ages
- Able to work cooperatively with a number of departments
- Read & write English and able to differentiate between colours

Physical & Time Requirements

- Day Shift Hours
- Afternoon Shift Hours
- Being flexible with departmental schedule
- Being punctual and professional with assigned duties
- Follow lunch, washroom and break procedures as directed
- Stability to walk on uneven surfaces and icy conditions
- Ability to remain stationary for long periods of time
- Communicate, converse with and exchange accurate information with customers and fellow employees in a polite and professional manner