

Sales Associate job description:

Founded in 1876, Whiting & Davis has been known for creating beautiful fashion and fine jewelry, as well as their iconic metal mesh handbags, for well over a century. Whiting & Davis believes in craftsmanship and creativity. Continuing its legacy of American fashion, jewelry designs are created by combining inspiration from the archives at the Massachusetts studio with an elegant, modern twist.

Whiting & Davis is opening its Flagship store at Patriot Place in Foxborough MA and is looking to hire knowledgeable and reliable part-time sales associates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Knowledge of product by keeping current on new collections as well as core product lines
- Able to run Point of Sale
- Ability to communicate with associates and clients
- Build highly satisfied and loyal customer base through engagement, conversation and capturing customer e-mail
- Communicates client feedback and recommendations to the store manager
- Maintains a neat, clean and organized store and stockroom
- Comply with all sales related policies and procedures
- Maintain a keen interest in the fashion industry and market trends
- Able to work collaboratively as part of a team

SKILLS AND QUALIFICATIONS:

- Equivalent work experience
- Excellent communication and time-management skills
- Ability to work a rotating schedule, including nights, weekends, and holidays (REQUIRED), based on the needs of the business
- Hours will increase during peak sales times during the year to meet the needs of the business

OPERATIONS:

- Keep selling floor and merchandise neat, organized and stocked
- Assist in the maintenance of all inventories in the stockroom and on the selling floor
- Comply with all Point-of-Sale policies and procedures
- Ensure image and grooming standards are professional and reflective of the brand image, at all times
- Adhere to work schedule, inclusive of time and attendance

Must be available weekends, nights, holidays and into the Fall

KEY HOLDER JOB DESCRIPTION:

Founded in 1876, Whiting & Davis has been known for creating beautiful fashion and fine jewelry, as well as their iconic metal mesh handbags, for well over a century. Whiting & Davis believes in craftsmanship and creativity. Continuing its legacy of American fashion, jewelry designs are created by combining inspiration from the archives at the Massachusetts studio with an elegant, modern twist.

Whiting & Davis is opening its Flagship store at Patriot Place in Foxborough MA and is looking to hire knowledgeable and reliable part-time Key Holders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the opening and closing of the store as well as efficient and accurate cash register operations
- Assist the Store Manager with all retail functions including operations, POS system, supervising and motivating the store team, and providing coaching and development to drive sales and exceed customer service
- Maintain a keen interest in the fashion industry and market trends
- Timely completion of daily tasks including but not limited to: replenishment, markdowns, floor moves, housekeeping
- Able to work collaboratively as part of a team
- Maintain a visually appealing retail space that is well organized and merchandised

QUALIFICATIONS:

- Retail experience required
- Works well in a team environment
- Ability to work a rotating schedule, including nights, weekends, and holidays based on the needs of the business
- Sense of urgency to assist Clients and complete task work
- Self-Motivated, Self-Starter
- Strong communication skills across all levels

OPERATIONS:

- Keep selling floor and merchandise neat, organized and stocked
- Assist in the maintenance of all inventories in the stockroom and on the selling floor
- Comply with all Point-of-Sale policies and procedures
- Properly execute all relevant register functions
- Ensure image and grooming standards are professional and reflective of the brand image, at all times
- Adhere to work schedule, inclusive of time and attendance

Must be available weekends, nights, holidays and into the Fall