

The Wardrobe Boutique Job Description



Title: Sales and Inventory Assistant (Work Study / Internship)
Supervisor: Store Manager

Overview:

The Wardrobe Boutique is an upscale recycled clothing store that benefits The Career Wardrobe. Store hours are Tuesday-Saturday 11am-6pm and Wednesdays until 8pm. Store is located at 1822 Spring Garden Street, Philadelphia, PA.

Sales and Customer Service

- Creates a warm and inviting atmosphere for customers.
- Provides excellent customer service.
- Has excellent product knowledge and interest in fashion.

Inventory Control

- Sort and prepare donated inventory for reselling, including tagging and pricing.
- Implement sales process as determined by management in terms of mark downs and special sales to promote inventory movement.
- Assist with visual merchandising.

Daily Operations and Procedures

- Maintains store neatness including evening cleaning and preparation for store opening.
- Other duties as assigned.

Qualifications:

- Attention to detail, ability to work independently and be a positive team member.
- Excellent interpersonal skills, ability to work with diverse populations.
- Previous retail sales experience desired.
- Computer literate and able to be trained to use cash register/POS systems.
- Physical ability to work an 8-hour shift with moderate physical labor involved (i.e. lifting boxes, standing for long periods of time, tagging and sorting donations, arranging floor and window displays and cleaning)

Application Procedure:

- Submit resume and cover letter for review to Store Manager. All candidates will have interviews prior to hiring.
 - Boutique@careerwardrobe.org
 - 1822 Spring Garden Street, Philadelphia, PA 191030