

Department: Yupik

Customer service Clerk

Status: Permanent, Full Time

Schedule: Monday to Friday 40 hours per week 9:00 am to 5:00 pm

Flexible to work outside of regular business hours and during the weekend

Main responsibilities:

- Fill up shelves in right time with right quantity of good quality products.
- Greet and help walk-in customers to find the right products, promote sales, do the payments, receive and answer the complains.
- Pick up, prepare and finalize online or over the phone orders.
- Prepare products, labels, bags and allergen assessment to be used in packing process.
- Open and close the store and cash includes but not limited to cash deposit.
- Ensure the safety, cleanness of all location sectors, store front, warehouse, etc.
- Receive and distribute incoming products and items from Tootsi or other suppliers.

Profile:

- 2+ years retail sales or customer service experience.
- Excellent organizational skills.
- Excellent communication skills.
- High skilled in merchandising & stocking.
- High level of accuracy and attention to detail.
- Proficient in most retail sales technology systems.
- Willingness to work Saturdays and Sundays as needed.
- Good in MS Office (especially Excel)
- SAP knowledge is a plus.
- **Physical requirements:** Stand or walk for long periods of time

Please submit your cv and preferred working conditions to HR@tootsi.com.

Only selected candidate will be contacted.

Thank you for your interest!