Job Title: Retail Sales Associate - Part-Time
Company: Hunter-Wolff Gallery
Location: 2510 W. Colorado Avenue, Colorado Springs, CO (Old Colorado City)
Business Hours: 11 am to 5 or 6 pm (Friday), 4 days/week
Requirement: Must Have Valid Driver's License and Resume detailing work history

Overview
Hunter-Wolff Gallery has an immediate Opening for one Retail Sales Associate. Incumbent is responsible for sales activities and gallery representation. The sales associate is required to be knowledgeable and able to inform visitors specifics about gallery offerings and their creators. We will train and teach what you need to know to be successful.

This position's responsibilities include building business relationships with customers, effective communications, negotiation and diplomacy. Must be able to focus on completing transactions, such as completing an invoice, documenting opportunity details, or educating the customer on the merits of original art and the gallery's services. Associate's duties include assisting clients in selecting their choices for purchase, making recommendations and closing the sale along with daily housekeeping tasks.

Experiences in the following areas are highly desirable: Achieving Sales Goals; Demonstrating Ability to Manage Detail; Creating Long-Term Relationship; and Providing Excellent Customer Service; Proactive Selling and Closing Sales.   Computer Skills Required; Microsoft Word and Excel highly desirable; Square (or similar) POS Experience.

Qualified candidates will be contacted to schedule a face-to-face interview, at which time a full job description will be reviewed in person.

In-house sales and product training will be scheduled based on your needs. Appropriate casual/business attire required.

Serious candidates only please. Hunter-Wolff Gallery seeks a mature, focused, and committed employee with retail experience who wants to learn and is able to work in an autonomous environment. Flexibility to work additional hours or days during events such as ArtWalk on a monthly basis.