



Employment Opportunity Part-Time Job Posting

Position: Shop Associate
Location: Riverdale, Utah

Classification: Part-Time, Hourly – About 12 hours per week
Work Hours: Tuesday & Wednesday 12 noon – 6:00 pm

Accountabilities

- Provide quality customer service to community members, volunteers, and staff. Serve as main contact for all visitors at the Northern Utah Service Center office location and for all incoming phone calls.
- Understand and utilize Retail Management System software, cash register, and reporting system.
- Sell merchandise, monitor and evaluate inventory stock levels, and place orders to ensure an adequate supply of Girl Scout merchandise.
- Be knowledgeable about Girl Scouts of Utah programs, procedures, merchandise, and reporting system. Be able to effectively communicate the message of Girl Scouting to others.
- Perform a variety of administrative office duties including retail duties, reception duties, program duties, bank deposits, organization, outgoing and incoming mail, and high volume of data entry.
- Work collaboratively and cooperatively with staff members, volunteers, and community representatives to ensure results for mutually acceptable goals.

Qualifications

- Excellent interpersonal communication skills while achieving results in partnership with others.
- Excellent oral communication skills with the ability to speak clearly.
- Minimum one year employed office experience and customer service experience.
- Strong organizational skills, detail oriented, high degree of accuracy, and ability to multitask.
- Computer proficient in Microsoft Office, internet applications, databases, and email.
- High school diploma or equivalent required. Business math skills with the ability to maintain accurate records. Data entry, cash register, and Girl Scout experience preferred.
- This position requires the moving, lifting, stocking, and carrying of boxes and merchandise. Must be able to bend down, lift, and carry up to 40 pounds.
- This position requires a valid Utah driver license and access to a car.

Compensation & Benefits

- Starting salary of \$9.00 per hour.
- Girl Scouts of Utah pays 100% benefits for life insurance and long-term disability insurance.
- Employer matching 401(k) plan.
- Excellent paid vacation, sick leave, and paid holiday time if it is a regularly scheduled work day.

Application Process

Send resume and completed Girl Scout
Employment Application to:
Hazel Dunsmore, Human Resources
Girl Scouts of Utah
Email: hdunsmore@gsutah.org

Or visit our web site:
www.gsutah.org
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