



# Sealaska Heritage Institute

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May 25, 2010

Seasonal, non-permanent position. Promote sales of authentic Native arts in Jineit Retail Store.

## **Duties and Responsibilities:**

1. Keep store neat & orderly at all times. Represent the organization in a positive and professional manner.
2. Up sell authentic Native art merchandise, initiate and close sales.
3. Open and close store according to posted hours of operation and arrange for Finance staff to cover during breaks.
4. Meet daily, weekly and monthly sales goals.
5. Merchandise inventory and replenish stock each morning. Process all sales orders.
6. Submit sales report each night, count out till and prepare deposit and give to Finance Associate.

## **Skills, Knowledge, and Abilities:**

1. Effective writing and interpersonal communication skills.
2. Knowledge of Northwest Coast and Alaska Native Art and Peoples.
3. Proficient in computer applications for word-processing and database management.
4. Highly organized, self-motivated and attentive to detail.

## **Minimum Qualifications:**

- Three years sales clerk experience.
- Strong communications and computer skills.
- Professional attire suitable for retail sales is required.