



12362 South Main Street # A
Post Office Box 222
Trenton, Georgia 30752
706.657.4488
welcome@alliancefordade.com

Job Description - Sales

The Alliance for Dade-Chamber of Commerce & Welcome Center is looking for a vibrant, outgoing, and customer-focused Sales Clerk to join our team at the Cornerstone Gallery & Gift Shop. This role is key in creating an inviting atmosphere, offering exceptional customer service, and promoting the unique local art and gift items that define our shop. As a Sales Clerk, your mission will be to engage with visitors, support local artists, and provide an enriching shopping experience that showcases the spirit and charm of Dade County. You will play a crucial role in promoting the gallery, enhancing the customer experience, and contributing to the success of the shop as a welcoming destination for residents and tourists alike.

Position Responsibilities:

- **Sales and Customer Service:** Provide friendly, knowledgeable, and helpful assistance to customers; promote and sell local art, gifts, and Dade County merchandise; maintain an inviting atmosphere for visitors.
- **Inventory Management:** Assist with stocking and organizing products, ensuring that shelves are well-maintained and products are properly displayed.
- **Promotions and Marketing Support:** Help create and distribute promotional materials, including flyers, social media posts, and other marketing content to support gallery, Alliance initiatives and community events.
- **Data Entry and Record Keeping:** Perform regular data entry tasks, including updating customer records, sales logs, and inventory management systems. Ensure accuracy and confidentiality of all information.
- **Office Assistance:** Provide general office support, including answering phone calls, responding to emails, scheduling appointments, and maintaining filing systems.
- **Event Support:** Assist with the planning and execution of gallery events, community promotions, and special exhibitions, ensuring a seamless and successful experience for guests and artists.
- **Collaboration and Teamwork:** Work closely with other team members to help with administrative tasks, collaborate on community initiatives, and support the overall goals of the Alliance for Dade.
- Perform other duties as assigned by the President & CEO or other regular staff.



Application for Employment

Alliance for Dade, Inc. 12345 Main Street, Trenton, GA 30752

THIS APPLICATION MUST BE SIGNED AND DATED TO BE A VALID APPLICATION

Please Print

Type of Work Desired		Have you previously been employed by any entity in the Alliance for Dade, Inc.? Yes No If yes, when?
Date Available for Employment?	Employment Interest Full Time Part Time	Do you have any relatives employed by Alliance for Dade, Inc. Yes No
Are there any days or hours you are not available?		Can you provide proof that you are legally eligible? for employment in the United States of America? Yes No

Personal

Name:	First	Middle	Last	Other Last Names Used	
Address:	Number	Street	City	State	Zip Code
Telephone Number (include Area Code)	Are you 18 years of age or older? Yes No				
Alternate Telephone Number	Email Address				

Education

School Name & Location	Graduated	Major	GPA
High School	Yes No		
College	Yes No		
Graduate School	Yes No		
Other	Yes No		

Source

Source of Referral	College / University	Organization / Agency Newspaper or Print	Internet
	Job Post	Other (specify) _____	

Employment History			
Employer	Telephone	Dates Employed	Description of Work
Address		From	
Job Title			
Supervisor		To	
Reason for Leaving			
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Telephone: _____			
Employer	Telephone	Dates Employed	Description of Work
Address		From	
Job Title			
Supervisor		To	
Reason for Leaving			
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Telephone: _____			
Employer	Telephone	Dates Employed	Description of Work
Address		From	
Job Title			
Supervisor		To	
Reason for Leaving			
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Telephone: _____			
Business References			
List three business references we may contact who are qualified to evaluate your work abilities.			
Name	Position	Company	Phone

To All Applicants for Employment

We appreciate your interest in our organization as a place of employment. Your qualifications will be given careful consideration. It is our policy and practice to make employment decisions without regard to race, religion, gender, national origin, age, veteran status, disability, genetic information, or any other status or condition protected by applicable state or federal law, except where a Bonafide occupational qualification applies. We comply with the Drug-Free Workplace Act of 1988 and are a smoke-free work environment.

Agreement

I agree and understand that the employer and/or its agents may investigate my safety performance history, driving record, background investigation, education and employment history to ascertain any and all information pertaining to my record, whether same is of record or not. I release employers and persons named herein from all liability for any and all damages resulting from the furnishing and release of such information.

I understand and agree that this application for employment does not obligate the organization to employ me, and that any interviews granted may be at my expense.

Once a contingent offer of employment has been made, I agree to furnish any additional information and/or submit to oral, written, or physical examinations to complete the employment file.

In consideration of my employment, I agree to conform to the rules and regulations of the employer. I understand and agree that should I become employed by the organization, I will be an employee at will. My employment can be terminated, with or without notice, at any time, with or without cause, at the option of either the organization or myself.

I understand that any misrepresentation, omission, or false statement by me in this application, in any supplement hereto, or in any other corporate records will be sufficient grounds for not employing me and may result in dismissal without notice at any time during my employment.

I also acknowledge that the employer may continue to investigate my background if I am hired, and that my employment may be terminated if that investigation determines that I do not meet the organization's hiring criteria.

Applicant Signature

Date