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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.