MINNESOTA HISTORICAL SOCIETY

JOB ANNOUNCEMENT

JOB TITLE:	#1214 Sales Assistant II
OPEN TO:	This job is open to all applicants.
LOCATION:	Mille Lacs Indian Museum & Trading Post
SALARY:	$14.11 hourly minimum
STATUS & HOURS:	Full-time, regular (1,560 annual hours) position. Weekly hours vary according to seasonal site needs.
CLASSIFICATION:	58L Service
HIRING MANAGER:	Store Manager I
POSTING DATE:	July 16, 2015
DEADLINE DATE:	The application deadline for this position has been extended through August 13, 2015.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Sales Assistant II to assist the Store Manager I with retail operations including ordering, inventory, and merchandising; and acts as lead worker, in addition to providing customer service to the clientele and visitors of the Mille Lacs Indian Museum & Trading Post in Onamia, MN.

RESPONSIBILITIES: 1) assist Store Manager I with store operations and provide lead work direction to other staff; 2) assist with store merchandising, loss prevention, and achieving sales goals; 3) perform administrative tasks; 4) welcome, orient, and receive visitors; and 5) perform site maintenance, daily operations and safety procedures.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Previous retail or service industry experience.
- Previous experience with retail store operations management.
- Basic accounting, math, and computer skills.
- Strong interpersonal and oral communication skills.
- Demonstrated ability to recognize customers in need, deal with disgruntled customers in a courteous and respectful manner and work with others in an environment that can go from calm to hectic within moments.
- Demonstrated ability to complete record keeping and a variety of reports.
- Ability to operate a computer-based cash register, credit card machine, telephone, two-way radio, copy machine, and other office equipment.
- Ability to lift up to 25 pounds and be comfortable using a ladder.
- Ability to learn scheduling, ticketing and retail software.
- Must be able to work a varied schedule of workdays and weekends.
- Knowledge of Mille Lacs Band of Ojibwe and Minnesota history.
- Knowledge of area attractions, hotels, food service and other commodities.

DESIRABLE QUALIFICATIONS:

- Positive public appearance and attitude.
- Strong attention to detail and a conscientious attitude regarding procedure.
- Knowledge of retail display and marketing techniques.
- Knowledge of the Minnesota Historical Society programs and services.
- Understanding of basic site training and operational manuals.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] **Minnesota Historical Society** **Mille Lacs Indian Museum** **43411 Oodena Dr** **Onamia, MN 56359**	**Attn:** [Fill in Job Title] **Email:humanresources@mnhs.org**	**Attn:** [Fill in Job Title] **Fax: 651-297-3343**

Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged - No phone calls please -