

**YAKAMA NATION HUMAN RESOURCE DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-038 Issue Date: 03-14-14 Closing Date: 03-27-14

Sales Associate
Yakama Nation Cultural Center/Gift Shop
Department of Administration
Hourly Wage: \$9.85/Full-Time/Regular

Is responsible to perform as a cashier. Handles shipping and receiving inventory. Arranges new displays in cases. Verifies and reconciles sales receipts daily and prepares necessary report. Checks and cleans counters, windows, and displays. Provides assistance with inventory control and general maintenance of the gift shop. Maintains confidentiality. As directed, operates espresso stand and oversees supplies.

Knowledge, Skills and Abilities:

- Knowledge of and ability to utilize routine customer service skills.
- Basic knowledge of retail, sales, and service.
- Basic knowledge of inventory control and maintenance.
- General knowledge of Native American hand crafted jewelry (beadwork, silver, turquoise, clay, etc.) jewelry.
- Knowledge of general mathematics (subtraction/addition).
- Ability to establish and maintain effective and professional working relationships.
- Ability to establish and maintain rapport with customers, guests, and general public.
- Ability to utilize a computer and basic software.
- Ability to utilize a computerized cash register.
- Ability to work in stressful situations.
- Ability to maintain confidentiality.
- Ability to provide general directions to visitors.
- Ability to stand for long periods of time.
- Other duties as assigned.

General Recruiting Indicators:

- Requires six months of general office work experience equivalent to an Office Assistant I.
- May substitute successful completion of coursework or vocational training in a related field. Previous cashier experience is preferred.
- Ability to pass a pre-employment drug and Alcohol test.

Special Requirements:

- Food Handlers Card required.
- Ability to lift twenty pounds.
- Ability to stoop, reach overhead, and move about easily to assist customers to readily view merchandise.
- Must dress as appropriate for a professional and public business environment.
- Must have reliable transportation.
- Required to successfully pass a criminal background check.
- Ability and willingness to work nights, weekends, and holidays.