

SHOSHIN

Shoshin, a boutique interior design studio and retail store located in Carmel-by-the-Sea, seeks a detail-oriented go-getter with a great people skills and knack for design to serve in the role of Sales Associate.

This role requires professionalism and polish, as the winning candidate will be interacting with shop customers, high-end design clients, and important vendors. The duties required of the Associate will span a wide range of sales, administrative, and operational tasks, thus organizational skills and the ability to multi-task and prioritize are key. The ideal candidate will possess some work experience in a high-end retail setting.

This position is for one eight (8) hour shift on either Saturday or Sunday and one four (4) hour shift on a weekday. Specific days and hours, as well as compensation, will be discussed with the winning candidate(s).

Key Responsibilities:

- Answer the phone, greet customers, and ring up sales
- Maintain physical shop appearance including dusting, sweeping, and mopping, as needed
- Manage incoming and outgoing mail, packages, and deliveries
- Tag new inventory, refresh displays, as needed
- File paperwork
- Process and track custom and special order items
- Maintain shop sample library
- Assist with the execution of special events taking place in the shop
- Assist in the design and execution of new shop displays

Job Requirements:

- Proficiency with Microsoft Office and Gsuite
- Exceptional organizational and follow-up skills
- Excellent written communication skills with attention to grammar and spelling
- The ability to multi-task in a fast-paced work environment
- Enter data, navigate screens and retrieve information in our point-of-sale system
- Maintain trust with confidential and sensitive information
- Be able to lift and move items as required by shop merchandising, inventory, or shipping tasks
- Possess an inclusive and respectful attitude towards all vendors, clients, customers, and team members

Shoshin embraces diversity and equal opportunity and is committed to providing equal employment opportunities for all employees and all applicants for employment regardless of gender, age, race, religious creed, sexual orientation, disability, or military or veteran status.