

JOB DESCRIPTION

Location: Delta Flight Museum Store
Atlanta, GA

Job Title: Museum Store Agent

The Delta Flight Museum Store seeks to hire a Museum Store Agent. The Agent, reporting to the Museum Store Manager, will be responsible for handling customer transactions, processing merchandise, creating a welcoming environment for our varying range of customers, and general upkeep of the store floor and displays. The ideal candidate is a self-motivated individual with excellent communication and customer service skills. This ideal candidate will also have availability to work various shifts and timeslots throughout the week. The qualified individual will have at least one year experience in retail and proficiency using the computer.

Job Responsibilities:

- Work under the direction of the Museum Store Manager
- Be the last point of contact for most Museum visitors, leaving a positive long-lasting impression
- Open and close the Store for business
- Promptly greet customers, ensuring all customer needs are met
- Ring up sales using ShopKeep, processing customer transactions proficiently
- Cash in/out and balance register daily
- Assist with the processing of incoming merchandise shipments and placing new merchandise on the selling floor
- Work Ice Box tent sales and after regular hours events as needed
- Conduct inventories as needed
- Daily housekeeping to ensure store is clean and neat
- Perform daily functions as directed by Museum Store Manager
- Ability to occasionally push, pull and lift more than 25 pounds
- Ability to display a “customer is the priority” mindset at all times
- Completes special assignments and other tasks as assigned

Requirements:

- One year retail experience
- Strong computer skills
 - Experience with Point of Sale system
- Good interpersonal communication and telephone skills
- Experience with Inventory management
- Ability to communicate effectively and work well with a small staff
- On-the-spot problem solving and analytical skills
- Ability to work a semi-flexible schedule, including weekends and some evenings
- Be able to stand for extended periods of time
- Ability to regularly bend at the waist, squat, kneel, climb, carry, reach, and stoop.
- Ability to lift up to 40 lbs

Position Details

- \$11/hour
- 15-20 hours/week

Employer Information

The Delta Flight Museum Store is operated by Icebox of Atlanta and is not a Delta subsidiary. The Store is located at the Delta Flight Museum on Deltas Global Offices Campus. The Delta Flight Museum, Inc. is a nonprofit 501(c)(3) organization whose goal is to collect, preserve, and present the history of Delta Air Lines in ways that educate and engage. It serves Delta employees, retirees, and families, Delta friends, local community, nonprofit organizations, and academic researchers. Located in Delta's World Headquarters in Atlanta, the Museum is housed in Delta's two 1940s aircraft hangars. On display are historic aircraft and permanent and seasonal exhibitions. For additional information about the Museum, please visit www.deltamuseum.org.

How to Apply

- Email resume and letter of interest to: andrew@iceboxmail.com
- Resumes will be accepted until **9am, Tuesday, January 22, 2019**.