
P O R T A L U C A

Job Description – Sales Associate, Portaluca (supporting Dress for Success Cincinnati)

Organization Overview:

Portaluca (formerly 4th Street Boutique) is a 501(c)(3) non-profit organization that supports Dress for Success Cincinnati's services for disadvantaged women. Portaluca, a boutique that opened to the public in 2002, offers women's new and new-ish fabulous fashions at affordable prices. The boutique is open to the public and for special events at its downtown location at 209 West 4th Street, and it hosts pop-up shops at various locations throughout Cincinnati.

Dress for Success empowers women to achieve economic independence by providing a network of support, professional attire, and career development tools to help women thrive in work and in life.

Position Overview:

Sales Associates are responsible for helping to reach sales goals by assisting customers, cashiering, answering phones, merchandising, and performing other retail tasks. Sales Associates report to the Boutique Manager.

Responsibilities:

- Ensure each customer receives outstanding service by providing a customer-friendly environment, including greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other components of customer service.
- Responsible for helping to reach sales goals by taking an active sales approach
- Maintain an awareness of all product information and merchandise promotions
- Assist in floor moves, merchandising, display maintenance, and store housekeeping
- Adhere to all company policies and procedures, including signing, pricing, and loss prevention
- Accurately and efficiently complete all sales transactions and maintain proper cash and media accountabilities at POS registers

Qualifications:

- Prior retail experience preferred
- High school diploma or equivalent
- Excellent interpersonal skills
- Customer focus
- Communication proficiency

- Ethical conduct
- Ability to operate point of sale (POS) register system with proficiency
- Ability to work occasional evenings and weekends

Hours:

A typical workweek is anticipated to include 15-20 hours. Regular boutique hours are Tuesday, Wednesday, Friday and Saturday, 10:00-3:00 and Thursday, 10:00-6:00. The boutique is closed Sunday and Monday. Hours may occasionally include evenings or other hours outside the typical boutique schedule for events.

Application Guidelines:

Interested candidates should apply via email to waka@dressforsuccess.org.

Portaluca is an equal opportunity employer.