

Human Resources Job Posting

Job Code: 1141
Position Number:
POSTING NO.:

POSTING DATE: 08/01/2017
EXPIRATION DATE: 11/10/2017

JOB TITLE: Retail Sales Associate – Part Time
SALARY RANGE: \$12.00 per hour
DEPT/DIV: Transit Museum
SUPERVISOR: Manager Retail Operations
LOCATION: Transit Museum (Downtown Brooklyn) and/or Grand Central Terminal (Manhattan)
HOURS OF WORK: 25-37.5 hours/week (various shifts including holidays, weekend and night shifts)

SUMMARY:

The New York Transit Museum stores offer a variety of NYC transit-related products that support the mission of the Museum and enhance the brand of the MTA. All sales go to support the programs and exhibitions at the New York Transit Museum. In addition, the Museum stores act as a MTA customer resource by selling Metro Cards as well as offering maps, general travel, and MTA transit information to the public. We're looking for Retail Associates to provide friendly and professional sales assistance and exceptional customer service at the two Museum stores, online or at one of our pop-up venues. More information about the Museum can be found at nytransitmuseum.org.

RESPONSIBILITIES:

- Conduct normal retail operations such as cash handling and fiscal reconciliation
- Serve as the face of the Museum and the MTA by being a resource on product information as well as information about Museum programs, exhibitions and MTA operations and facilities.
- Be knowledgeable in both the book and gift merchandise and able to advise customers and promote store products.
- In addition to the sales floor, associates are trained in ticket and membership sales in the Museum admission booth.
- Help with phone orders or online orders, including picking and packing, as needed.
- Assist in Inventory Management; Track sales of merchandise and take cycle counts as needed. Participate in the annual inventory.
- Check in and price new merchandise receipts.
- Accurately conduct opening and closing procedures under the supervision of store supervisor.
- Maintain the sales floor by straightening, organizing, cleaning, and restocking merchandise
- Create and maintain merchandise displays.
- Support Museum Management by assisting in all Museum activities as necessary, and aid as necessary in special event, promotions and related activities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Professional appearance and customer-friendly attitude is essential.
- Applicants should be honest, hardworking, outgoing, and amiable.
- Basic understanding of the MTA transportation system preferred.
- Motivated, gracious, reliable and responsive team player is necessary.
- Cultivate a positive working relationship by appreciating and learning from fellow associates.
- Excellent oral and written communication skills is preferred.
- Ability to perform basic clerical and comfort with computers skills.
- Flexibility with work schedule (including nights, weekends and holidays) is required.
- Multi-Lingual candidates are encouraged to apply
- Detailed oriented and creative
- Must be able to climb a ladder and have the ability to lift and carry a minimum of 30 lbs.

EDUCATION AND EXPERIENCE:

- High School Diploma
- 2-3 years of retail experience preferred
- Previous experience in sales, cash handling and customer service
- Visual Merchandising experience a plus

OTHER INFORMATION

As an employee of MTA Headquarters, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$91,821 (this figure is subject to change) per year or if the position is designated as a policy maker.

HOW TO APPLY

https://hcm.mymta.info/psc/HCPRD/SELFSERVICE/HXMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&JobOpeningId=90695&SiteId=1&PostingSeq=1&HRS_SUBSOURCE_ID=1341

If you have trouble with the direct link, go to www.mta.info/employment, and click on Headquarters, Select "Agree," then Search by Job Title