



**Audubon Society
of Rhode Island**

JOB ANNOUNCEMENT

Position: **Sales Associate and Receptionist**

Full-Time: 21-28 hours per week/9:00am-5:00pm (must be available weekends)

Start date: April 2024

Overview: The **Sales Associate and Receptionist** is the welcoming face of the Audubon Society of Rhode Island Nature Center and Aquarium in Bristol, RI. This is a part-time position that is responsible for day-to-day gift shop and front desk activities which include sales, merchandising, customer relations, shop upkeep, admissions and visitor services.

Job Duties:

- Attend to gift shop customers, answer questions, process membership transactions and make sales.
- Operate point of sales retail system.
- Follow proper procedures to open and close cash register at start and end of shift.
- Serve as reception contact for Center by fielding questions and calls from members and the general public in person and by phone.
- Maintain inventory, keep stock in shop attractive and appropriately labeled for sale.
- Process and ship online sales.
- Take admissions and provide guidance to visitors.
- Help with special events as scheduled.
- Other duties and office assistance as assigned by supervisor.

Knowledge/Skills:

- Requires some retail experience such as sales, merchandising, customer service, inventory control.
- Experience in customer service and working with the general public

- Ability to multi-task, prioritize, and manage time
- Clear and friendly communication skills
- MS Office computer skills
- Willingness to work in team environment as well as independently.
- Knowledge of Natural History is a plus.

Working Conditions/Physical Effort:

- Work environment requires some physical exertion and/or some standing; must be able and willing to lift up to 35 pounds.
- Hours 9:00am-5:00pm
- Maximum 28 hours per week
- Must be available weekends and occasional Monday holidays.

Please send cover letter and résumé by March 24, 2024 to:

Anne M. DiMonti, Director
Audubon Society of Rhode Island
Nature Center and Aquarium
1401 Hope Street
Bristol, RI 02809
adimonti@asri.org

Audubon Society of Rhode Island is an Equal Opportunity Employer