Sales / Inventory Management Associate

Position Overview

The Analog Stationer is seeking a creative, detail-oriented Part-Time Retail Sales Associate to join our team. In this role, you will help customers navigate our curated collection of high-quality notebooks, fine writing instruments, artistic paper goods, and unique analog tools. The ideal candidate has a genuine passion for tactile creativity, whether it is journaling, planning, sketching, or the art of letter writing, and thrives in a community-focused boutique environment.

Job Title: Part-Time Retail Sales Associate / Seasonal Sales Associate

Company: The Analog Stationer

Compensation: $25.00 / hour

Role Type: Part-time, On-site

Schedule Requirements: 3-4 weekdays per week, plus 4-5 weekend days per month

Job Summary

This role manages the front desk during store hours, keeping the space tidy and well-stocked while helping customers and filling online orders. It also includes unpacking incoming merchandise, offering breaks to team members throughout the day, maintaining accurate product information in Shopify, and providing general support for inventory management.

Key Responsibilities

- **Customer Consultation:** Provide a welcoming environment by greeting guests, sharing product knowledge, and offering thoughtful recommendations.
- **Sales & Checkout:** Efficiently operate the point-of-sale (POS) system, process transactions accurately, and gift-wrap when necessary.
- **Online Orders:** Pack and ship online orders, communicate with customers about order changes/refunds.
- **Merchandising & Aesthetics:** Maintain the shop's precise visual standards. Restock merchandise, organize displays, and help arrange layouts.
- **Inventory Support:** Unpack new stock shipments, label inventory, and maintain a neat, well-organized stockroom while entering inventory data into Shopify
- **Store Upkeep:** Ensure the sales floor remains clean, organized, and inviting throughout the day.

Qualifications & Skills

- Previous experience in retail, customer service, or a boutique environment is highly preferred.
- A strong affinity for stationery, notebooks, planners, or fountain pens.
- Exceptional communication skills and a friendly, patient, customer-first approach.
- Close attention to detail, particularly with organizing small items and maintaining visual neatness.
- Physical capability to stand for extended periods and comfortably lift up to 30 pounds
- Proficiency in Shopify preferred
- Excellent organizational skills and attention to detail.
- Strong problem-solving skills.
- Ability to work collaboratively with others
- Ability to multitask in a busy and fast-paced environment

Please submit this Google Form to apply!