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## Job Description - Sales

The Alliance for Dade-Chamber of Commerce & Welcome Center is looking for a vibrant, outgoing, and customer-focused Sales Clerk to join our team at the Cornerstone Gallery & Gift Shop. This role is key in creating an inviting atmosphere, offering exceptional customer service, and promoting the unique local art and gift items that define our shop. As a Sales Clerk, your mission will be to engage with visitors, support local artists, and provide an enriching shopping experience that showcases the spirit and charm of Dade County. You will play a crucial role in promoting the gallery, enhancing the customer experience, and contributing to the success of the shop as a welcoming destination for residents and tourists alike.

### Position Responsibilities:

- Sales and Customer Service: Provide friendly, knowledgeable, and helpful assistance to customers; promote and sell local art, gifts, and Dade County merchandise; maintain an inviting atmosphere for visitors.
- Inventory Management: Assist with stocking and organizing products, ensuring that shelves are well-maintained and products are properly displayed.
- Promotions and Marketing Support: Help create and distribute promotional materials, including flyers, social media posts, and other marketing content to support gallery, Alliance initiatives and community events.
- Data Entry and Record Keeping: Perform regular data entry tasks, including updating customer records, sales logs, and inventory management systems. Ensure accuracy and confidentiality of all information.
- Office Assistance: Provide general office support, including answering phone calls, responding to emails, scheduling appointments, and maintaining filing systems.
- Event Support: Assist with the planning and execution of gallery events, community promotions, and special exhibitions, ensuring a seamless and successful experience for guests and artists.
- Collaboration and Teamwork: Work closely with other team members to help with administrative tasks, collaborate on community initiatives, and support the overall goals of the Alliance for Dade.
- Perform other duties as assigned by the President & CEO or other regular staff.

# Join Our Team!

Are you passionate about people, community, and creating memorable visitor experiences? We'd love to meet you!

The Alliance for Dade - Chamber of Commerce & Welcome Center is currently accepting applications for a Sales Clerk position at the Cornerstone Gallery & Gift Shop.

This is a great opportunity to be part of a team that supports local artists, welcomes visitors, and showcases everything that makes Dade County special.

## How to Apply

We invite interested candidates to stop by and pick up an application in person:

Dade County Historic Courthouse  
12345 Main Street  
Trenton, GA 30752

## Why Apply?

Be part of a welcoming, community-focused organization

Work in a creative and inspiring environment

Support local artists and businesses

Help promote the charm and beauty of Dade County

The position is part-time, 14 hours a week(2 days a week). Can work either Monday or Thursday and must work Saturday from 10-5 each day.

## Questions?

Feel free to stop in and speak with our team—we're happy to tell you more about the position and what it's like to be part of the Alliance for Dade!

We look forward to meeting you!