



Flora Sales Associate

Do you enjoy helping others find great products?

Become a Sales Associate for Flora the gift store at BRIT

One of the ways that the Botanical Research Institute of Texas (BRIT) raises awareness and support for our work is through our gift store. You can help visitors search through beautiful products for just the right item to celebrate their visit to BRIT's new campus. Ensure the in-store or online shopping experience reflects the inviting and knowledgeable qualities found in all of BRIT's work.

Training is provided. Volunteers work with an experienced retail manager.

Store hours are: Monday through Friday, 9am-5pm and one Saturday each month.

Volunteers are asked to commit to a regular half-day or full-day schedule on the same weekday or Saturday. Additional support may be needed during special events and holidays.

Responsibilities

- Interact with customers, sharing product knowledge
- Maintain visual presentations and sales floor inventory
- Process retail transactions (cash, check, and credit card)
- Process telephone orders
- Fulfill online store orders
- Wrap for a gift based on customer request
- Pack and process order shipments through UPS

Skills / Experience

- Experience in retail and/or sales is preferred
- Experience with Counter Point, Point of Sale, system desirable
- Experience with gift wrapping, order fulfillment and completion of shipping documents a plus
- Enjoys working with others
- Enjoys creating and maintaining visually appealing presentations
- Appreciates learning about beautiful product lines
- Appreciates an opportunity to represent and support BRIT

Additional Requirements

21 years of age or older unless working on an internship through an education program

Able to lift approximately 20 pounds

Dress in a professional manner when working on the sales floor



Plant to planet.™



Location

Flora is located on the first floor of BRIT's new Platinum LEED building located next to the Fort Worth Botanic Garden. The store looks out onto the open two-story atrium at the entrance to the building. Across the atrium is a wall of windows facing north that provides beautiful views of the outdoors.

Botanical Research Institute of Texas
1700 University Drive
Fort Worth, TX 76107-3400 USA

Map:

http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=1700+University+Dr.,+Fort+Worth,+TX+76107-3400+USA