



Global Gifts Nora, 1300 E 86th St, Suite 17. Indianapolis, IN 46240

Put your passion to work while you learn about Fair Trade and gifted artisans from countries all over the world! Incorporated in Indiana since 1988, Global Gifts is a nonprofit business committed to creating sustainable economic opportunities and safe and equitable working conditions for disadvantaged artisans and farmers around the world by:

- Providing vital fair income and employment for people of limited opportunity;
- Marketing ethically produced and ethically obtained handmade products;
- Respecting cultural identity and educating the public about the cultures and traditions associated with items we sell; and
- Helping consumers spend their shopping dollars in ways that support marginalized communities and environmental sustainability through the principles of Fair Trade.

We are looking for a part-time Sales Associate who can work 20-25 hours per week with weekend and evening availability. Ideal start date is February 15th, 2021 with training beginning as soon as possible.

Associates in this position will be customer service oriented, possess excellent organization and communication skills, and will be able to take initiative completing projects as they see are needed.

Sales Associate responsibilities include:

- Customer Service
 - Anticipating customer needs through gift wrapping, special order, shopping assistance, etc.
 - Educating new customers about our mission and fair trade.
 - Assistance with Store Events and Educational Presentations at schools in the Nora area when needed.
- Shipment Processing
 - Receiving new orders through our inventory system, Lightspeed, accurately and consistently.
- Store Display Assistance
 - Ensure store sections are merchandized in an “easy to shop” standard.
- Administrative Duties
 - Digitize mailing list entries, scanning and filing of invoices and receipts, and more.
 - Maintaining our printed resources like volunteer applications, order forms, etc.
- Monthly Cleaning Duties and Maintenance
 - In coordination with other Associates, ensure upkeep of our backroom and restroom through regular cleaning and organization of merchandising and product display materials.

Sales Associate requirements are:

- High School diploma.
- Retail sales or Customer Service experience will get preference.
- Ability and desire to work and interact with a diverse group of volunteers and customers in a professional and positive way.
- The ability to stand and walk for extended periods of time.
- Takes initiative and works well on solo projects as well as collaborating with others.
- Excel and data management skills a plus.

Please submit resume to Kinsey Davis, Store manager at kinsey@globalgiftsft.com.