



Job Description

Gift Sales Associate

About Us

We are a family-owned gift and bookstore since 1997. Our first shop in Arlington, MA has been known since the beginning as a well-curated destination for unique, beautiful, eclectic, and fun gifts for all.

Books were first introduced into our offerings at the beginning of the 2000s as an add-on to baby and kid's gifts. As we watched our wee customers grow, so did our selection of books to satisfy their age-appropriate interests. Maxima now offers a full range of all genres for all age groups.

After a successful pop-up venture in Lexington, MA in 2019, the wife & husband team decided to expand and open a permanent location, this time a bookstore. In September of 2021, Maxima Book Center in Lexington, MA was born!

A fun, creative, and eclectic environment for both our customers and our team has always been of the most importance to Maxima. If you would like to be part of a fantastic team, at a place beloved by the community, Maxima is a wonderful place to work.

Brief Description of Role

We are looking for an experienced part-time gift sales associate to help our customers find the perfect gifts, while also merchandising and restocking gift displays in keeping with the overall vision and aesthetic of the gift department

Responsibilities

- Make customers feel welcome and be knowledgeable about our gift offerings

- Assist with merchandising, ensuring displays and products are well stocked and reflect our gift aesthetic
- Price and restock daily
- Make personalized recommendations to customers of all ages

Requirements

- Previous experience working in a retail setting
- Visual merchandising, art/design, and/or creative background, a plus
- Energetic team player who is open to learning and takes direction well
- Skilled at providing exceptional customer service
- Effective communicator
- Excellent time and task management
- Dependable and punctual
- Detailed-oriented, organized, and vigilant about keeping displays and workspaces tidy
- Enjoys working in a fast-paced environment and maintaining a pleasant disposition
- Unafraid of hard work, heavy lifting at times, and long days on one's feet
- Passionate about merchandise and books, preferred

Special Considerations

- Looking for a long-term, 22.5hr/wk employee
- Five, four and a half-hour shifts per week, between the hours of 10 am and 7 pm, spread over seven days a week; we try to keep a steady monthly schedule - flexibility is required, and must be able to work morning, afternoons, and weekends
- Compensation is hourly, with the potential for extra hours during the holiday season.

To Apply

Maxima Center is dedicated to offering books, events, gifts, and employment that reflect and honor the lives of all people. We welcome applications from individuals of all backgrounds. Please email your resume, cover letter, and the fill-out application to careers@maximacenter.com