



a division of Acadia Mountain Guides, Inc.

Employment Announcement

OUTDOOR RETAIL SALES ASSOCIATE

ORONO • ME

BAR HARBOR • ME

Overview: Alpenglow Adventure Sports, a division of Acadia Mountain Guides, Inc. is seeking energetic, out-going and self starting individuals with a knowledge of outdoor gear to work in retail locations in Orono and Bar Harbor, ME. The position involves retail sales and climbing school reservations.

Responsibilities

- Primary responsibility is customer interaction and sales in a retail store environment.
- Represents Alpenglow Adventure Sports and Acadia Mountain Guides to the general public with superior service.
- Answers phone and email, processes internet and phone mail orders, processes climbing school reservations.
- Continually develops expert product knowledge and marketing ideas for all product lines.
- Responds to client inquiries and processes reservations.
- Posts and removes products from on-line store.
- Organizes and cleans retail sales floor, prepares merchandising displays, creates labels.
- Processes incoming inventory, prepares ASAP inventory orders, purchase orders.
- Evaluate and suggest new merchandise and product categories.
- Operates POS system and cash register: processes sales, client data, prepares daily cash ups.
- Monitors and maintains familiarity with all written, published and website materials.
- Maintain fresh appearance and cleanliness of store and organizes merchandise displays.
- Stocks forms and brochures (special orders, shop evaluations, gift certificates, consignment, guiding forms, etc.
- Acts on additional directives from managers.
- Promotes the vision and mission of the corporation.

Location / Availability

Beginning in spring 2009, part and full time positions are available in Orono, ME. Part time and full-time seasonal positions open in Bar Harbor, ME from May 15th to Columbus Day. Orono positions are considered any time.

Qualifications

Requires excellent people skills, solid organizational skills, and an ability to work independently without a supervisor present. A knowledge of outdoor activities, particularly rock and ice climbing, and outdoor equipment or a willingness to rapidly learn is required. Knowledge of local climbing, hiking and paddling helpful. The characteristics we seek are:

- Superior organizational, memory and attention to detail skills.
- Solid outdoor product knowledge and retail experience that is customer service-oriented and sales driven.
- Enjoys and is able to work independently and without regular supervision.
- Ability to communicate effectively and appropriately with various audiences.
- Proficient spelling and grammar in order to write product descriptions.
- Performance demonstrating on the job initiative and innovation. Enjoy solving small problems.
- Productive work methods and sound judgment while multi-tasking.
- Ability to work flexible hours (primarily 9 a.m. – 6 p.m., Mon – Sat).
- Must be available for all major holidays and school break periods.
- Comfortable with operating computer system to include point of sale system, MS Word, Excel, and Internet.

Benefits:

Wage range: \$8.00 – 10.00 hour plus access to pro-purchase and course discounts.

To apply:

Complete our application (available on the employment page at acadiamountainguides.com) and return it electronically with a letter of interest to Jon Tierney (climb@acadiamountainguides.com). After receiving your application, we will evaluate it and, if you are among the qualified candidates, we will arrange an interview. EEOE.