

Makers Market is searching for an entrepreneurial, creative, and experienced Assistant Store Manager to help manage our shop at the Mill Valley Lumber Yard. This is a great opportunity to make your mark by managing our beautiful store and helping to grow our beloved American brand. **If you are passionate about handmade products (Etsy, Renegade, Pinterest), the Maker Movement, and supporting American small businesses, we are looking for you!** You will take the lead in being the face and voice of Makers Market and acting as the brand spokesperson. Makers Market is growing both online and in brick-and-mortar storefronts and we are looking for exceptional team members to promote our mission of Rebuilding the Legacy of American Made.

### **What You'll Need - Job Requirements**

- Minimum 3 years in Retail, preferably with a specialty or premium retailer.
- Preferably a bachelor's degree in Business, Merchandising, or Art.
- Proven track record of achieving sales goals.
- Creative
- A passion for handmade products, Made in America, and appreciation of good design.
- Self-starter. Resourceful and excellent problem solver.
- Superior customer service and relationship building skills. A friendly, helpful disposition.
- Excellent organizational skills and attention to detail.
- Reliable, dedicated, and loyal.
- Can-do attitude, team player, and willing to do what is needed to make the business successful.

### **What You'll Do - Job Responsibilities**

- Help ensure sales goals are met in the store (may involve staff retraining, feedback on merchandise needs, partnering with other local businesses, and getting the store into local publications)
- Supervise special events such as Maker Trunk Shows
- Merchandise the store to support our hip, cool aesthetic.
- Take lead sales role in the store on daily basis.
- Help train staff and ensure they are achieving their goals, following store procedures, and completing daily responsibilities.
- Run day-to-day Operations (e.g. Reconcile cash and make daily deposits, address store maintenance issues)
- Maintain Inventory accuracy.
- Ensure front and back of the store stays organized and clean.
- Ensure all incoming shipments are reconciled, signed off, and properly priced.
- Follow-up on special customer orders.
- Grow clientele (through capturing customer emails and developing customer relationships)

This is a full-time position. (32 to 40 hours per week) Please email your cover letter and resume to [patrice@makersmarket.us](mailto:patrice@makersmarket.us)