



**Location: Haines Junction**

**Age Requirement: 16+**

**Full-Time Position**

**Da Ku Traditional Arts Specialist and Retail Clerk**

**Main Duties**

- Greet customers and ascertain what each customer wants or needs.
- Open and close cash register; performing tasks such as counting money, separating charge and debit slips, coupons, and vouchers, balancing cash, and making deposits.
- Maintain knowledge of current sales and promotions, policies regarding payment and exchanges, and security practices.
- Compute sales prices, total purchases and receive and process cash or credit payment.
- Maintain records related to sales and purchases via through computer accounting program.
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations.
- Ticket, arrange and display merchandise to promote sales.
- Maintain cleanliness of displays and store area
- Prepare sales slips or sales contracts. .
- Exchange merchandise for customers and accept returns.
- Assists customers by providing information; answering questions; obtaining merchandise requested; completing payment transactions; preparing merchandise for delivery.
- Maintain inventory by checking merchandise to determine inventory levels; anticipating customer demand. Monitor and report on variance and ensure proper levels and integrity.
- Track and report daily. Accountable for integrity and accuracy.
- Secures merchandise by implementing security systems and measures.
- Learn and build relationships with local artists and their arts
- Learning history and development of traditional crafts and evolvement over time
- Identification of both commercial and traditionally materials used for artworks, crafts and products