

Now Hiring: Part-Time Retail Associate / Key Holder

Beyond Gallery & Gift Shop
414 Main St.
Lafayette, IN 47901
info@thebeyondgallery.com

About the Position

Beyond Gallery & Gift Shop is looking for a friendly, dependable, and self-motivated individual to join our team! We're seeking someone who enjoys working with people, takes pride in maintaining an inviting retail space, and can confidently manage the day-to-day responsibilities of the shop.

This position is ideal for someone who is comfortable working independently, takes initiative, and understands the importance of keeping things running smoothly—even when there are no customers in the store. As a key holder, you will be trusted with opening and closing responsibilities and helping ensure the shop is ready for business each day.

Responsibilities

Customer Service & Sales

- Greet customers and provide friendly, helpful service.
- Answer questions, assist with purchases, and create a positive shopping experience.
- Operate the register and process transactions accurately.
- Collect and distribute customer packages through the Vinted Go parcel service.

Daily Shop Operations

- Open and/or close the shop as scheduled.
- Maintain a clean, organized, and welcoming store environment.
- Straighten merchandise, tidy displays, and keep the sales floor presentable.
- Restock merchandise and help maintain organized inventory.
- Receive, unpack, and price incoming merchandise.
- Package and prepare online orders for shipment.

General Responsibilities

- Take initiative to identify and complete tasks without needing constant direction.
- Follow shop procedures and handle merchandise and customer transactions with care.
- Communicate any issues, customer concerns, or inventory needs to the owner.
- Help ensure the shop operates efficiently and provides a positive experience for every customer.

Qualifications

- Dependable, punctual, and trustworthy.
- Friendly, personable, and comfortable interacting with customers.
- Self-motivated and able to work independently.
- Proactive, with the ability to recognize what needs to be done and take action without being asked.
- Organized, detail-oriented, and responsible.
- Comfortable handling cash, operating a register, and learning store procedures.
- Able to manage opening and closing responsibilities.
- Previous retail or customer service experience preferred but not required.

Position Details

- **Employment:** Part-time
- **Hours:** Approximately 20 hours per week
- **Pay:** \$12 per hour
- **Role:** Retail Associate / Key Holder
- **Schedule:** Afternoon and weekend availability preferred.