



SAW, Inc.

POSITION OPENING

August 23, 2010

HeARTworks Retail Specialist

LOCATION: HeARTworks Gallery & Gifts 1301 East 9th Street, Lower Level, Cleveland, Ohio 44114

MINIMUM STARTING SALARY FOR A NEW EMPLOYEE: \$10.00 per hour, part time

REPORTS TO: HeARTworks Art & Studio Coordinator

USUAL SCHEDULE: Part Time position. Typical work schedule is 2 or 3 days per week Sunday through Saturday 8 hours per day. Schedule is flexible and variable including occasional Saturdays and Sundays at craft shows.

WORK YEAR: 12 months

PRIMARY FUNCTION: Staff retail store and community based shows to sell HeARTworks art and gift items. Must be able to display and merchandise products to increase and encourage sales. Required to transport, set up and display merchandise in community based show venues. Employee will complete shipping, receiving, and processing all inventory activities for retail products. Operate a computerized Cash Register and implement retail process and procedures for store and show operations.

QUALIFICATIONS: One to three years of retail sales experience with functional computer skills in Microsoft office. Retail display and marketing skills. Excellent customer service skills. Must have transportation, insurable driving record and ability to drive vehicles for product transport to shows. Heavy lifting is required at times.

APPLICATION PROCEDURE: Send letter of interest and resume to HeARTworks 1301 East 9th Street, lower Level, Cleveland, Ohio 44114 C/O Angie McCrone, Art and Studio Coordinator.

DEADLINE: September 10, 2010

ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE NEW EMPLOYEES PASS A DRUG TEST PRIOR TO BEING HIRED.

Persons with disabilities who need assistance in the application process should contact the Art and Studio Coordinator at 216/241-1350.

SAW, Inc. IS AN EQUAL OPPORTUNITY EMPLOYER WITH A SMOKE AND DRUG-FREE ENVIRONMENT