

# Help Wanted



## Part-time >>> Full-time Position

starting at 16 to 24 hours per week, full time within 12 months (likely sooner)

## Starting Schedule

- Mondays through Thursdays: 2:30pm to at least 5:30pm and as late as 7:00pm
- Fridays: 1:30pm to 5:30pm
- Saturdays: occasional short hours
- additional hours, as required, full time within 12 months

## Primary Responsibilities

- digital print production and related services (binding, lamination, paper cutting, etc)
- customer service (counter work, transactions, problem-solving, sales, etc.)

## Additional Responsibilities

This position will be tailored to fit the right candidate. There are many roles to fill in this growing business. See the skills and experience checklist below. No one will check ALL the boxes, but candidates with a broad range of experience will be favored. Of the skills and experiences listed customer service is the most important. Only self-motivated people with desire for long-term employment will be considered.

## Compensation

100 hours of training pay at \$9 per hour, then starting at \$12 per hour, and eligible for pay increases after just two weeks. The top pay grade is still undetermined.

Let us know what you've got. Here are lists of things which may be helpful in this position. Use this form to rate yourself on all of the items below, from 0 (low) to 9 (high).

To apply, fill out this form and bring it to our store with a letter explaining your scores, and why you are interested in this position. Also bring a resume and references. *Style counts.*

Applicants may be subject to criminal background check. To obtain an application pick one up in the store or write to us by e-mail. Please, no phone inquiries.

### Skills and Experience

- customer service (*most important*)
- creative problem solving
- marketing / advertising
- social media
- design / art / art direction
- crafts
- sales / online selling
- research
- information technology
- business systems / services

### Personality Characteristics

- friendly
- flexible
- composed / confident / smooth
- industrious
- conversational
- responsible / honest / trustworthy
- open-minded / open-hearted
- listen and speak well
- \_\_\_\_\_
- \_\_\_\_\_