



Society for the Prevention
of Cruelty to Animals
Los Angeles, since 1877

Sales Associate Part-Time Marketplace Job Announcement

Primary Function: The Sales Associate supports all functions, services and administrative duties that directly or indirectly relate to the Marketplace. Duties include but are not limited to sales duties, assisting the public by providing accurate information and great customer service

Essential Duties & Responsibilities:

- Receiving, pricing, stocking and merchandising inventory.
- Maintain a high level of communication and work collaboratively with all personnel in a manner that is consistent with the Society's policies. Actively support and promote the mission/goals of the Society.
- Provide superior level of customer service on the selling floor
- Assist the public with inquiries pertaining to animal nutrition, pet supplies and other general information.
- Perform other duties as required to improve the functioning of this organization.

Job Related & Essential Qualifications:

- Genuine passion and interest in the well-being of animals
- A high school diploma, GED, or the ability to demonstrate basic math skills and above-average communication skills
- Aptitude for basic customer service and sales techniques
- Professional appearance and demeanor
- Proven customer service experience with concentration on retail sales
- Proven experience in cashiering and processing transactions efficiently.
- Experience working with animals in a sheltering or commercial environment is desirable.
- Ability to work well and communicate effectively with the public, fellow employees and volunteers.
- Ability to work efficiently under pressure and show maturity and good judgment.
- Must be able to work comfortably and safely with all types of animals.
- Manage multiple priorities and work independently
- Work different shifts, weekends and holidays as assigned

Knowledge of:

- Pet nutrition, food and pet supplies
- Various breeds of dogs, cats and other domestic animals
- Basic domestic animal care
- Basic mathematics including addition, subtraction, simple fractions percentages to practical situations.
- Usage of office equipment (e.g. register, computer, copier, fax machine, phones, credit card machine).
- Strong computer skills, (MS Office products), plus hands-on experience using cashier software programs (Point of Sale).

Physical demands:

- Requires the ability to stand, walk, run, sit and kneel, crouch or crawl and climb different levels of height.
- Perform works, which involves frequent lifting, carrying and/or pushing of 25 lb., and occasionally lift, push and/or move up to 75 lb. or more.
- While performing this job the employee is regularly required to use hands & fingers; handle or feel objects, tools or controls; reach with hands and arms; and talk and listen.

Working Conditions:

- Dealing with possible hostile public
- Ability to handle heavy and fast-paced workload
- Possible exposure to parasites and infectious diseases
- Possible exposure to undesirable odors and bodily functions.
- Must be willing to work irregular hours, shifts, weekends, holidays and standby
- The noise level in performing this job varies depending on the task being performed

Application Deadline:

Open until filled

Salary Range:

\$11/hour (Part Time)

Employment Location:

P.D. Pitchford Companion Animal Village & Education Center
Long Beach Marketplace
7700 E. Spring Street
Long Beach, CA 90815

Email resume to Jobs@spcaLA.com