



Position Title: Seasonal Sales Assistant

Employment Status: Part-Time, Hourly (Non-Commission Eligible)

Reports To: Store Manager / Assistant Manager

Position Summary

The Seasonal Sales Assistant supports the sales and operational functions of the Gallery during the holiday season, helping Sales Associates and leadership deliver an exceptional customer experience during this high-volume period. This temporary position is designed to provide additional support on the sales floor while maintaining a polished, organized, and client-ready environment.

While not commission-eligible, the Seasonal Sales Assistant plays an important role in supporting sales success through inventory organization, replenishment, store presentation, and day-to-day operational tasks. When needed, this role will also provide customer-facing support as a greeter, cashier, and sales floor assistant.

This position is ideal for someone who is detail-oriented, dependable, highly organized, and eager to gain experience in luxury retail and client service. The Seasonal Sales Assistant is expected to begin in mid-November and conclude after the holiday season, with the position ending shortly after January 1.

Key Responsibilities

Customer Support & Floor Assistance

- Support Sales Associates in delivering a warm, welcoming, and elevated customer experience.
- Serve as a greeter and first point of contact for customers entering the gallery.
- Assist with client flow on the sales floor by supporting associates during busy periods.
- Provide basic product or directional support while deferring styling and selling to Sales Associates.
- Step into cashier support responsibilities, including accurate and efficient transaction processing when needed.

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Inventory & Product Support

- Assist with inventory transfers between locations and maintain accurate tracking records.
- Support receipt, unpacking, tagging, and organization of shipments.
- Maintain clean, organized, and clearly labeled back stock areas.
- Assist in restocking the sales floor to ensure product availability and presentation standards.
- Communicate inventory discrepancies or needs to leadership in a timely manner.

Visual Merchandising & Store Standards

- Support the execution of visual merchandising updates under the direction of leadership.
- Ensure displays, fixtures, and product presentations remain clean, organized, and brand-aligned.
- Assist in floor recovery throughout the day to maintain an elevated store environment.
- Help maintain overall cleanliness and organization of the gallery.

Operational Support

- Assist with opening and closing store procedures as needed.
- Support general daily store operations to ensure smooth workflow and efficiency.
- Follow all operational procedures and maintain awareness of store priorities.
- Provide flexible support across sales, inventory, and front-of-house needs.

Team Support & Communication

- Work collaboratively with Sales Associates and leadership to support store goals.
- Maintain clear communication regarding inventory, floor needs, and customer flow.
- Demonstrate a positive, proactive attitude in supporting team success.
- Follow direction from leadership while showing initiative in daily tasks.

Success in This Role Looks Like

- Sales floor remains organized, stocked, and visually aligned at all times.
 - Sales Associates are effectively supported in delivering strong customer experiences.
 - Inventory accuracy and back stock organization are consistently maintained.
 - Customers are greeted warmly and supported efficiently upon entering the gallery.
 - Store operations run smoothly with strong attention to detail and teamwork.
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Qualifications

- 0–1+ years of retail or customer service experience preferred.
- Strong attention to detail and organizational skills.
- Positive, team-oriented attitude with a willingness to learn.
- Interest in jewelry, fashion, or luxury retail environment preferred.
- Ability to stand for extended periods and work in a fast-paced retail setting.

Benefits

- Flexible schedule
- Employee discount
- Opportunity for growth within retail and sales development path